



2017

Annual Town Meeting

PRESENTATIONS



Article #2 - Reports



Boxborough Building Committee

ANNUAL TOWN MEETING REPORT – MAY 2017

Executive Summary

1. At Town Meeting last year, voters were not satisfied with the combined Public Safety facility **concept and projected capital outlay.**
2. The Boxborough Building Committee (BBC) was formed to gather additional information and identify **other options** for moving forward.
3. The BBC has prioritized the needs and developed a **strategy and recommendations.**

BBC Committee Members

BBC Members	Represented Committees	Previous *SNAG Member
Vincent Amoroso	Board of Selectman Member	No
David Follett	Conservation Commission Member	No
Les Fox	Board of Selectman Co-chair	Yes
Ted Kail	Finance Committee Member	Yes
Gary Kushner	Finance Committee Alternate	No
John Markiewicz	Planning Board Alternate	No
Frank Powers	Council on Aging Member	Yes
Abby Reip	Planning Board Member	No
Hoff Stuart	Conservation Commission Alternate	Yes
Dilip Subramanyam	Finance Committee Co-chair	Yes

**Space/Needs/Advisory Group (SNAG) was an advisory group and NOT an appointed/voting committee. The goal was to provide advice/insight regarding the space needs analysis for public safety facilities.*

Previous study – SNAG (Space Needs Advisory Group)

1. Analysis of Fire and Police showed both departments have **inadequate operations space; facilities don't meet current code.**
2. Significant **site constraints** for a single combined facility.
3. Resistance to putting both FD, PD into a **single public safety facility** - would cost additional \$4M.

Goals of the Boxborough Building Committee (BBC)

1. With 20 year horizon **review and assess space needs** for the Fire and Police Departments, and **include** Department of Public Works.
2. **Prioritize** needs across all three departments.
3. Survey available potential sites and **evaluate options** for new construction.
4. Recommend a **strategy** to Town Meeting.

Space Needs Prioritization

First Priority: Fire Department

Why: Public Safety Risk

- *Newer trucks don't fit*
- *Oldest facility, does not meet code*
- *Inadequate space for equipment, personnel, emergency operations center*



Space Needs Prioritization

Second Priority: Department of Public Works

Why: Financial and Operations Risk

- *Second oldest facility with multiple code issues*
- *Lacks adequate covered storage space for expensive, newly acquired equipment*
- *Lacks proper space for offices, personnel and maintenance areas*

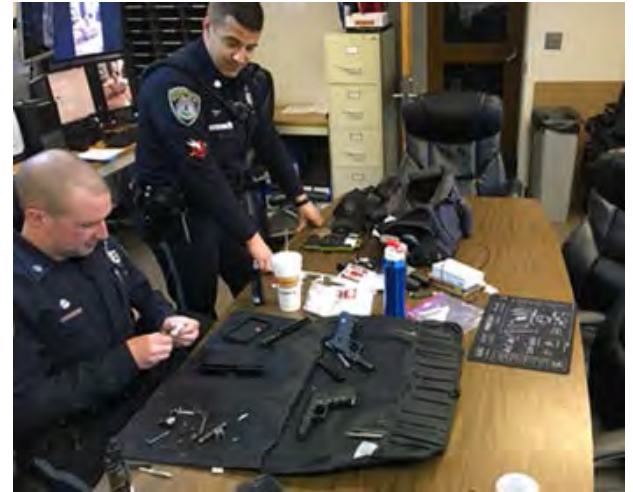


Space Needs Prioritization

Third Priority: Police Department

Why: Room. Code compliance.

- *Room for evidence and suspect processing*
- *Insufficient staff space and room for meetings and investigations*



Preliminary Recommendation #1:

- ✓ Identify and acquire a suitable parcel of land on Massachusetts Avenue and build a new 16,470 square foot Fire Department.

Preliminary Recommendations - Fire Department

Why:

- ✓ Old fire station is too small to accommodate newer equipment and properly support operations.
- ✓ Larger new FD won't fit on current site due to wetlands and other constraints; no room to expand.
- ✓ Single combined public safety facility is more than needed now and would force costly temporary relocation.

Preliminary Recommendation #2:

- ✓ Demolish the old DPW barn and construct a new facility on existing site.
- ✓ Retain fuel depot, salt sheds.

Preliminary Recommendation #3:

- ✓ Demolish old Fire Department
- ✓ Renovate and expand Police Department.

BBC progress to date

1. With input from Chief White, refined initial space needs for fire station.
2. Gathered input on building needs and designs from nearby towns.
3. Several potential FD sites identified.
4. First-level civil engineering feasibility assessments conducted on three sites.

Summary

- ✓ The BBC concludes that a **new site and facility** should be provided for the Fire Department.
- ✓ This is the **first priority** for the Town. It is the key to the best overall solution for Fire, Police and DPW facilities.
- ✓ **BBC Goal:** Article seeking town meeting approval in **December** to acquire a site for new fire station.

Your **feedback and participation** is welcomed. All BBC meetings are open to the public and posted on the Town's website.

Thank You

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Boxborough Town Meeting

May 2017



Acton-Boxborough Regional School District





Acton-Boxborough Regional School District



School Committee Members

- Diane Baum
- Brigid Bieber
- Mary Brolin
- Amy Krishnamurthy
- Maya Minkin
- Paul Murphy
- Kathleen Neville
- Maria Neyland
- Deanne O'Sullivan
- Kristina Rychlik
- Eileen Zhang



ABRSD Highlights 2017-2018



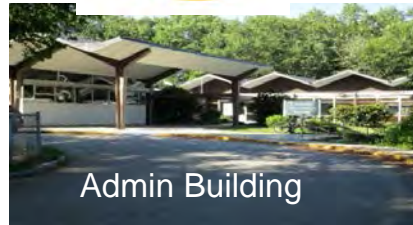
Acton-Boxborough Regional
High School



Merriam/McCarthy-Towne



Blanchard



Admin Building



Conant



R.J. Grey Jr. High School



Gates



Douglas



Our Mission and Goals



Mission

To develop engaged, well-balanced learners through collaborative, caring relationships

Goals

- 1. Understand and respond to our students' social and emotional needs.*
- 2. Our students will have equitable opportunities and tools to learn.*
- 3. Our students will have access to safe and effective learning environments.*

Wellness



Equity



Engagement



ABRSD FY'18 Operating Budget



FY17 Budget	\$83,073,204
FY18 Budget	\$86,090,491
\$ Change	\$3,017,287
% Change	3.63%



Source of Budget Increases

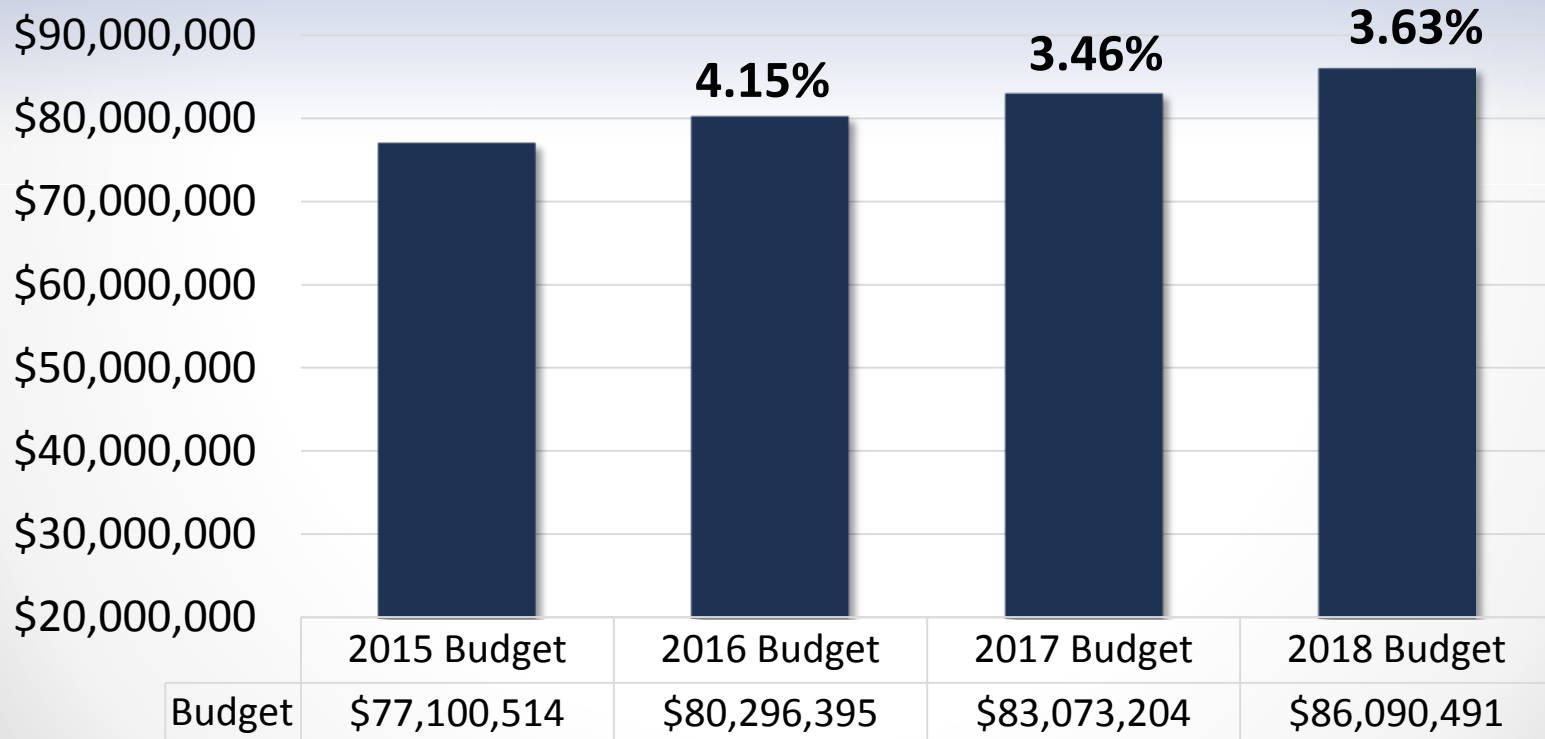


	Change from FY '17 to '18
Operating Budget	2.8%
Capital	0.60%
Minuteman	0.23%
Overall Budget	3.63%
Acton Assessment	3.9%
Boxborough Assessment	0.8%



Budget History

Total Dollars & % Growth





Revenue Budgets

Source	FY17	FY18
Chapter 70	\$14,531,276	\$14,804,931
Regional transportation	\$1,190,000	\$1,307,373
Regional bonus aid	\$74,000	\$49,000
Charter School aid	\$27,683	\$25,350
Medicaid reimbursement	\$ -	\$100,000
Other revenues	\$ -	\$30,000
Use of E&D	\$200,000	\$450,000



Expense Budgets

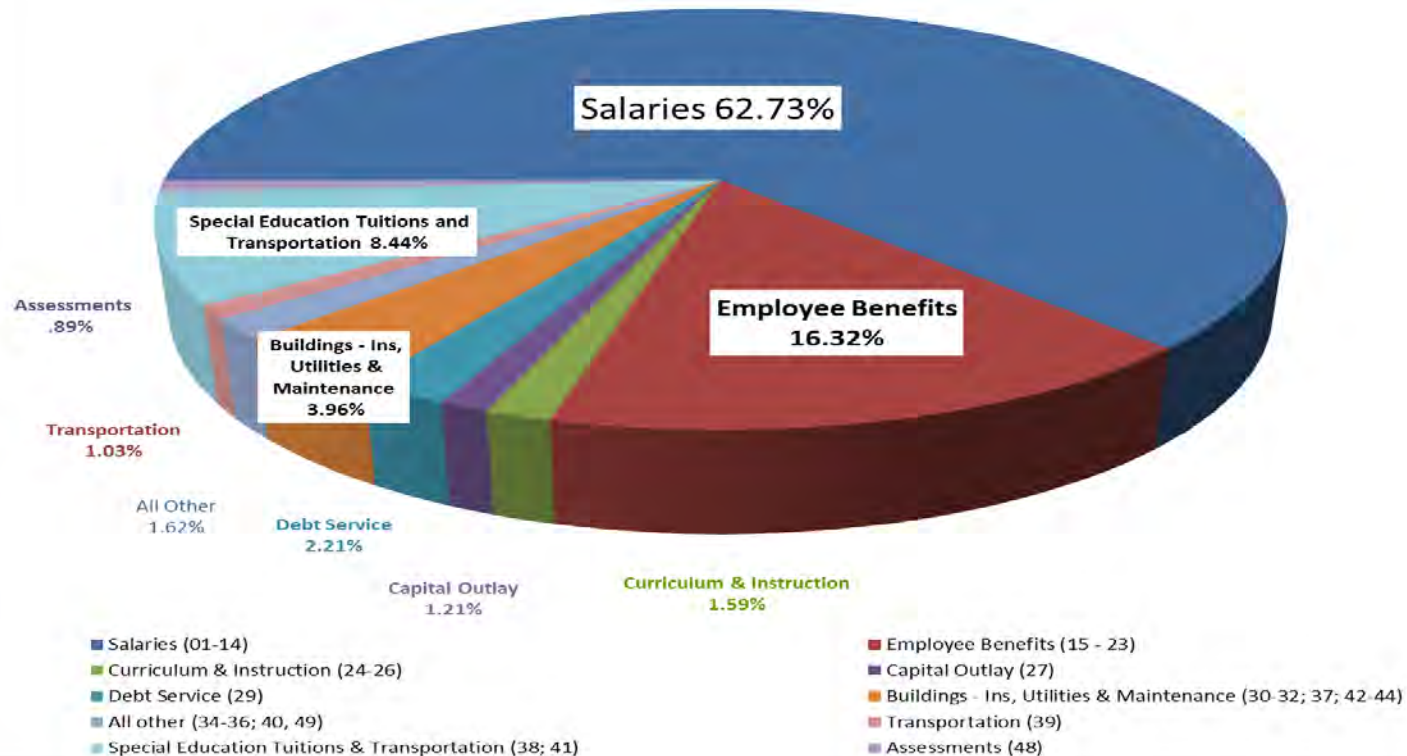
	% Increase FY '18	How 3.63% is Allocated
Salaries	3.44%	2.16%
Fringe benefit and related costs	2.27%	0.37%
Special education tuition and transportation	2.21%	0.19%
Capital outlay	97.55%	0.62%
Debt service	-1.58%	-0.04%
Utilities	-3.67%	-0.08%
All other	5.91%	0.41%
Total Expenditures	3.63%	3.63%



FY18 Budget Allocations



ABRSD FY18 Budget





FY18 Capital

Capital Project	Estimated Costs
Department Capital Needs	\$270,473
Replace Leary Field Turf	\$450,000
Blanchard Boilers & Pumps	\$189,750
Conant Building Heaving	\$75,000
Facilities Vehicle Replacement	\$55,975
Total Capital	\$1,041,198
Increase from FY '17	97.5%



FY18 E&D History



FY	ABRSD Budget	E&D	% of Budget
2010	\$36,858,436	\$1,545,953	4.2%
2011	\$38,228,410	\$1,714,317	4.5%
2012	\$38,502,351	\$2,238,394	5.8%
2013	\$39,114,804	\$1,892,727	4.8%
2014	\$41,571,900	\$1,510,041	3.6%
2015	\$76,455,123	\$1,072,454	1.4%
2016	\$79,749,882	\$1,950.365	2.4%
2017	\$83,073,204	\$2,738,661	3.3%

FY12 returned \$313K to towns

FY16 & FY17 voted to use \$200,000



ABRSD OPEB History

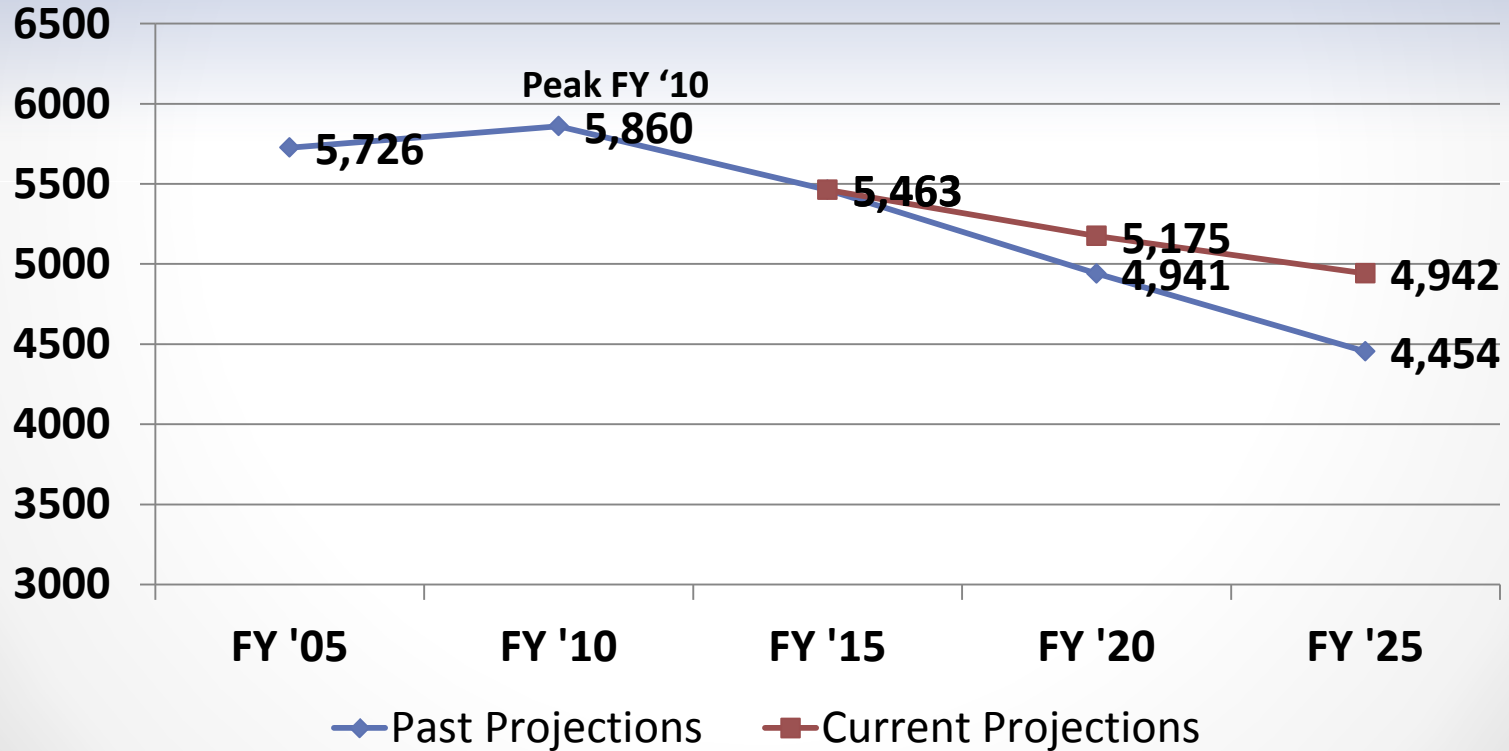
Year	OPEB Contribution
FY13	\$236K
FY14	\$376K
FY15	\$506K
FY16	\$700K
FY17	\$800k
FY18	\$900k
Total	\$3.5M

OPEB report for ABRSD as of December 2014 shows \$40M liability.



K-12 Enrollment

Acton-Boxborough Regional School District K-12 Enrollment FY '05 – FY '25





Enrollment Highlights

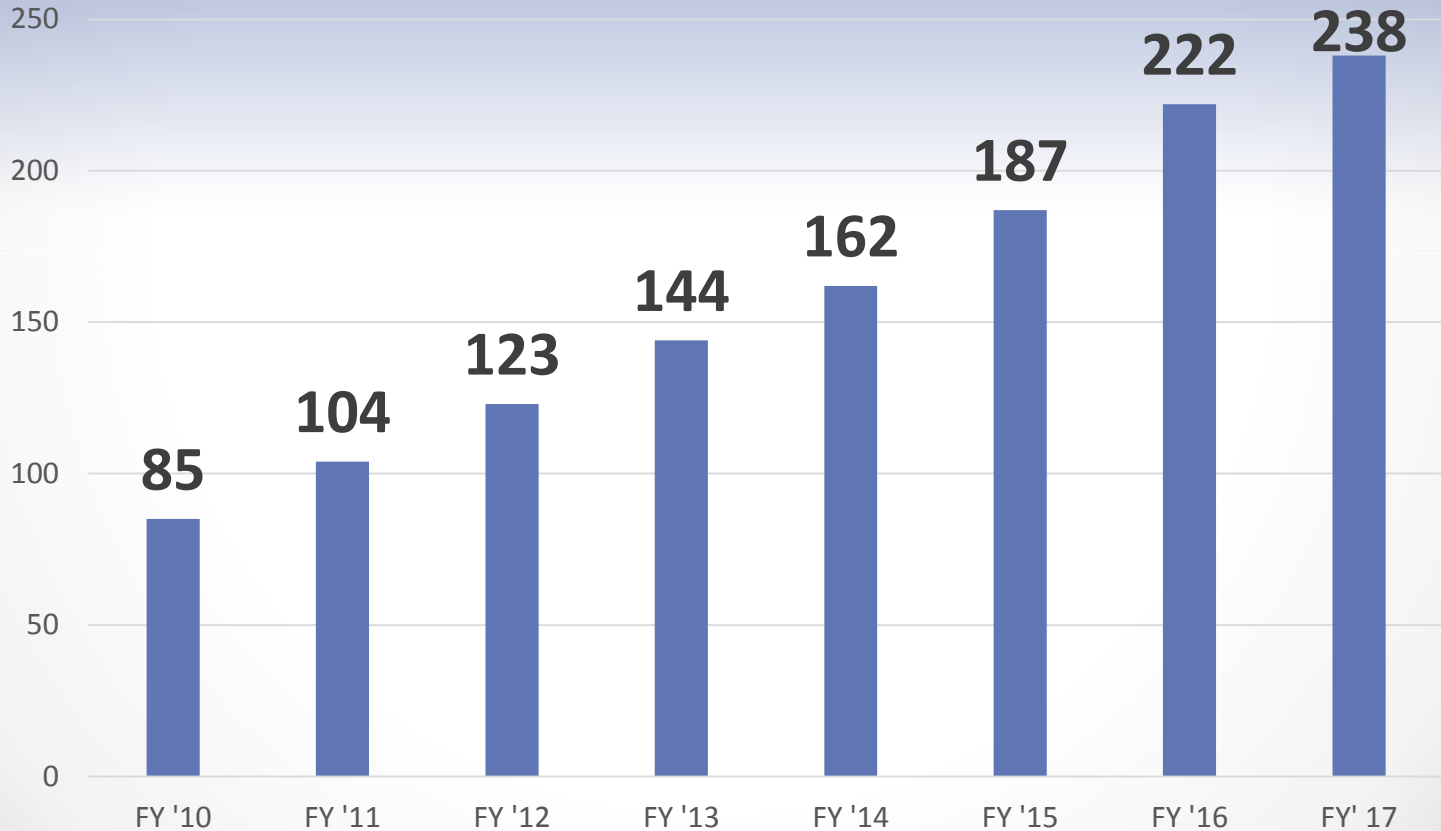
Economically Disadvantaged



	FY '11 %	FY '12 %	FY '13 %	FY '14 %	FY '15 %	FY '16 %	FY'17 %
Elementary K-6	2.60	4.04	3.36	5.86	6.08	7.49	9.94
Secondary 7-12	2.51	3.78	4.01	4.43	6.26	5.90	7.78
Overall K-12	2.55	3.90	3.72	5.07	6.17	6.69	8.85



English Language Learner Enrollment Trends





New Staff Requests

Position	FTE	Net Cost
Elementary School Psychologist	.6	\$55,000
Elementary English Language Education Teacher	1.0	\$75,000
Strings Program - Expand from .4 to .6	.2	\$32,500
Groundsperson	1.0	\$51,000
Social Workers	1.4	\$95,000
Convert Jr. High Dept Leader to Assistant Principal	1.0	No Cost
Elementary Special Ed Team Leader (ETL)	1.0	\$70,000
Expand Special Ed Autism Pathways to 2nd Class	1.2	\$85,000
Assistant Coaches		\$27,000
Reductions in staff and transfers	-3.4	(\$133,000)
Net Increase Including Additions/Reductions	4.0	\$357,500



School Facilities: Background

Building	Size (square feet)	Year Built	Last Renovated
Administration	36,203	1957	
ABRHS	327,237	1964	2004
Blanchard	71,395	1949	1995
Conant	55,017	1970	
Douglas	47,324	1965	
Gates	53,933	1967	
RJ Grey JHS	145,380	1955	2002
Parker Damon (Merriam & MCT)	139,963	2001	



Capital Process to Date

2015-2016
Facility
Survey \$120
million in
Capital
Needs
Identified

2016-2017
Study of
Educational
and
Instructional
Needs

Feb 2017 ABRSD
Invited by MSBA
into Eligibility
Period for
Douglas Project

June 2017
Building
Committee
Formed &
Which
Options Off
the Table

Spring 2016
Submitted
Statement
of Interest
to MSBA

Visioning
Group
Recommends
6 Building
Options

April-May
2017
Community
Input to
Reduce
Options

Dec 4, 2017
Special Town
Meetings to
Vote Project
Manager &
Design Funds



ABRSD Capital Planning Approach



Short Term

**Operating Budget
Plan to increase
by \$250k each
year**

Medium Term

**Implement CIP
over time
Consider funding
options**

Long Term

**Building Project(s)

Concurrently
address CIP**

Selectmen's Report

8 May 2017

Board of Selectmen

Changes

- BOS – Vince Amoroso leaving the board
 - Relocating out of Boxborough
 - Many thanks for his many contributions:
 - AB Regional School District oversight committee and IMA
 - Revised Minuteman Regional District Agreement, and more.
- DPW – Director Tom Garmon moving on
 - Seeking to hire new Director
 - Proposed addition: DPW Business Administrator

More Changes

- Town Administrator Selina Shaw retiring July 31, 2018.
- BOS looking at options to structure Town Government administration
- A committee has been formed to gather input broadly and make recommendations to BOS.
- Search committee to be formed in FY18

Vocational Education

- Boxborough withdraws from the Minuteman Regional School District effective July 1, 2017.
- BOS identified Minuteman, Nashoba, and Assabet as our preferred voc tech schools.
- Boxborough students will receive guidance counseling for all three schools.
- Boxborough will pay for transportation to these schools.

New Committees Formed

- **Boxborough Building Committee**
 - To recommend strategy for Fire, Police, DPW
- **Town Meeting Study Committee**
 - To increase participation and awareness of TM
 - To explore possibly moving date of ATM
- **Veterans Memorial Committee**
 - Veterans and families
- **Town Government Study Committee**
 - Will recommend administrative structure

Animal Control Officer (Dogs)

- 3rd year - Providing services to Boxborough, Stow and Littleton.
- Operations are managed by the Police Chief.
- Intermunicipal agreements spell out terms.
- As approved at 2016 ATM, purchased a new dedicated ACO vehicle, now in service.
- Arrangement is beneficial, working well. No plans to expand at this time.

Infrastructure

- Upgrades to Hager Well water treatment system completed. Total cost: \$75K
- Town Hall improvements completed and ongoing:
 - Done: front steps , new chair lift installed, replaced HVAC system
 - Next: Grange Room entrance, floor, A/V system
 - Requests to fund painting, HW heaters this ATM

Road paving

- Completed FY17:
 - Swanson (portion)
 - Picnic Street, Patch Hill
- Underway: Robinson Road out to bid
- Priorities: Burroughs, Hill Roads
- Prepare multi-year Ch 90 procurement
- Additional town funds being sought this ATM

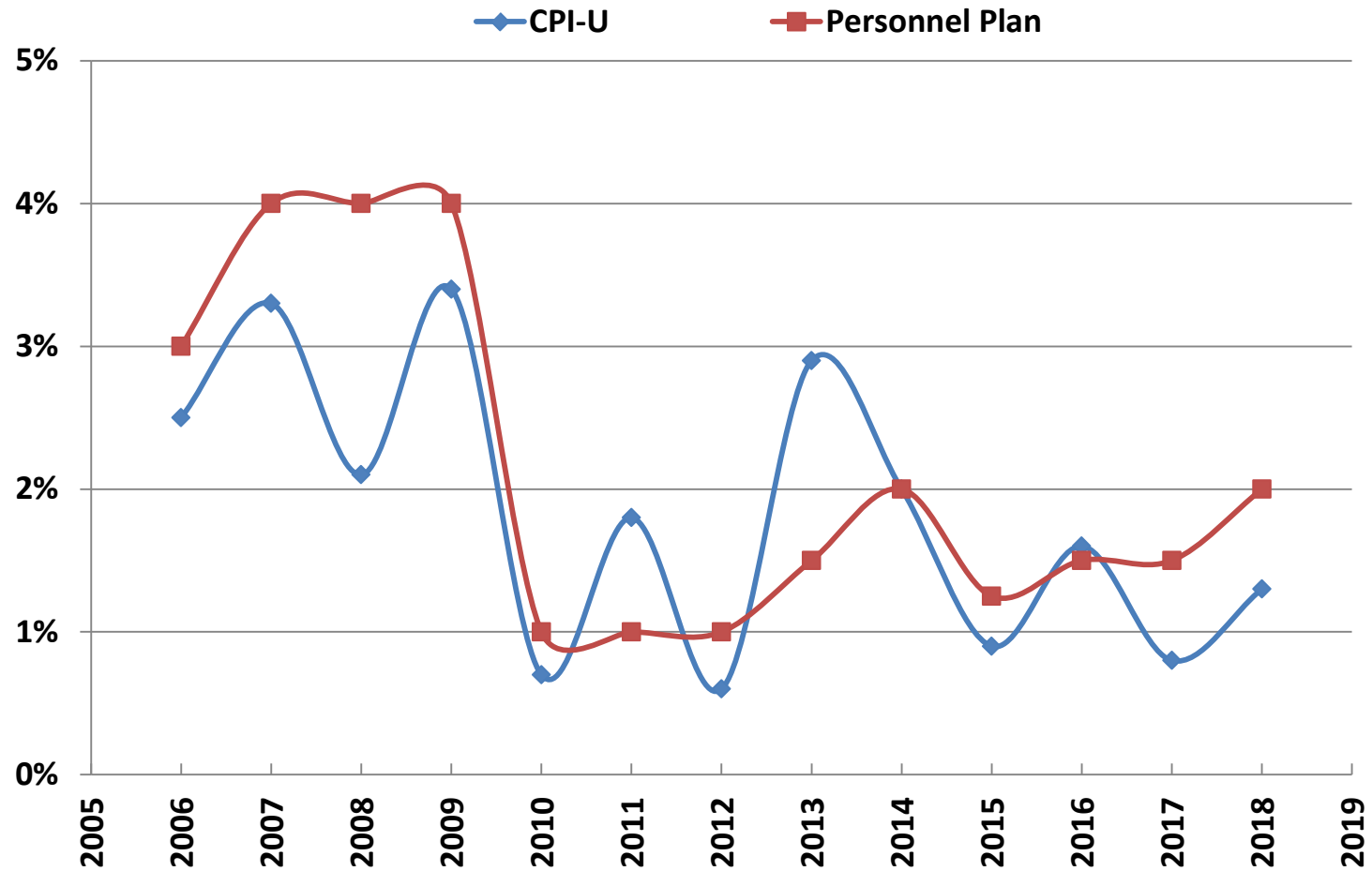
Public safety radio system

- New radio system commissioned November 2016
- Serves both Police and Fire radios
- Antennae and transmitters at Museum, Swanson Rd, Hager site
- Police performance, coverage excellent
- Fire – some areas of low coverage
- Vote “yes” Article 32 to upgrade fire system

Personnel Plan: compensation

- Selectmen support the Personnel Board recommendation for 2% wage adjustment for FY18.
- Considered CPI-U and data from comparable towns.
- In past years we have been lower and higher than the CPI-U trend line.

CPI-U and Wage Adjustment



Thank You



Finance Committee

ANNUAL TOWN MEETING REPORT – MAY 2017

Finance Committee Members

Steve Ballard

Thom Begin

Andrew Bernard

Amy Burke

Ted Kail

Gary Kushner

John Rosamond

Dilip Subramanyam

Agenda

- Role & goals of the Finance Committee
- Financial overview — Numbers reflect a 1.5% Cost of Living Adjustment (COLA)
- Concluding remarks

Role of the Finance Committee

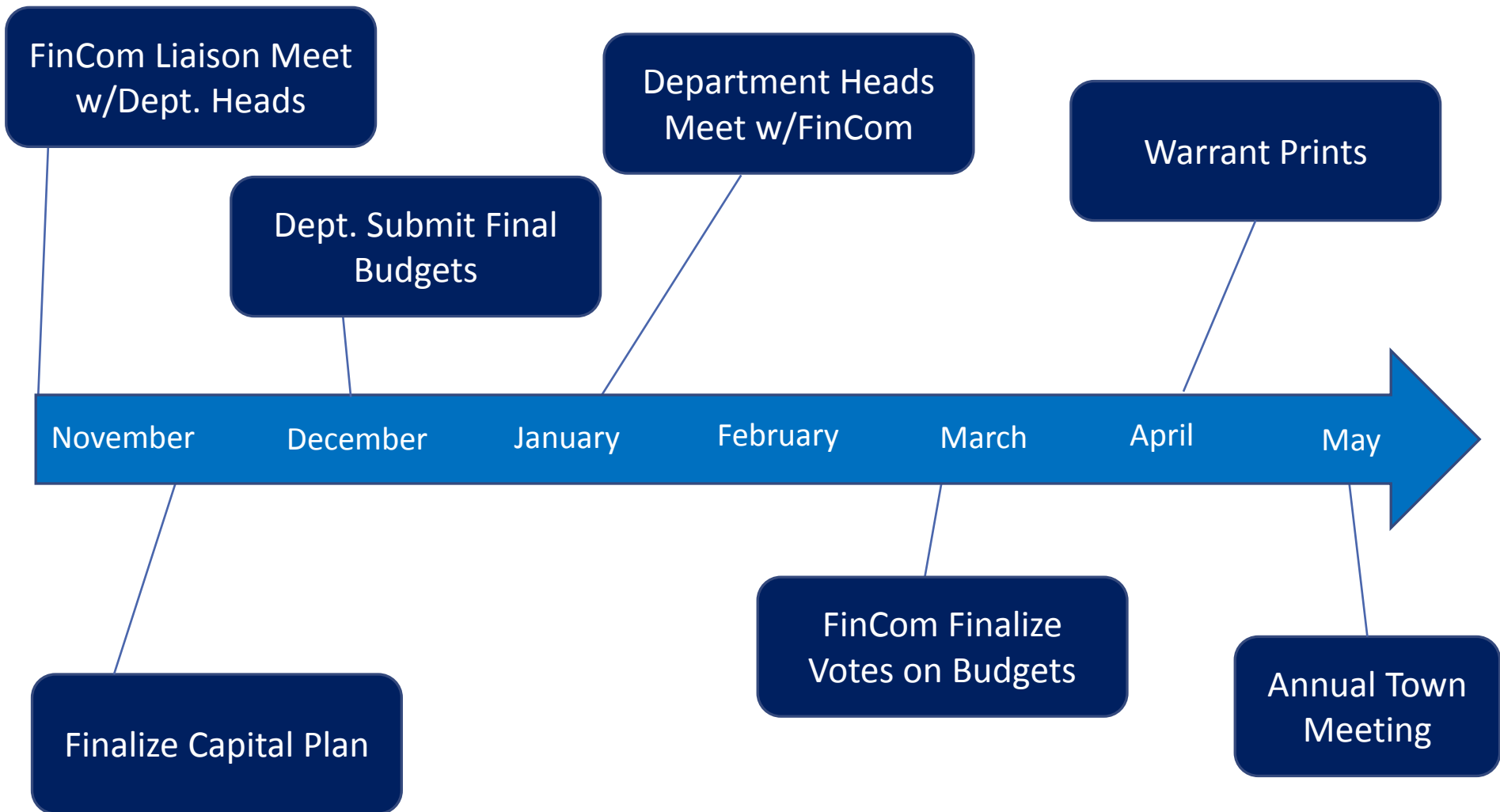
We represent the taxpayers of Boxborough in the ongoing financial operations of the town.

1. Responsible for **receiving and analyzing budgets** from Department Heads
2. General **financial oversight** of all town matters and short/long-term financial planning

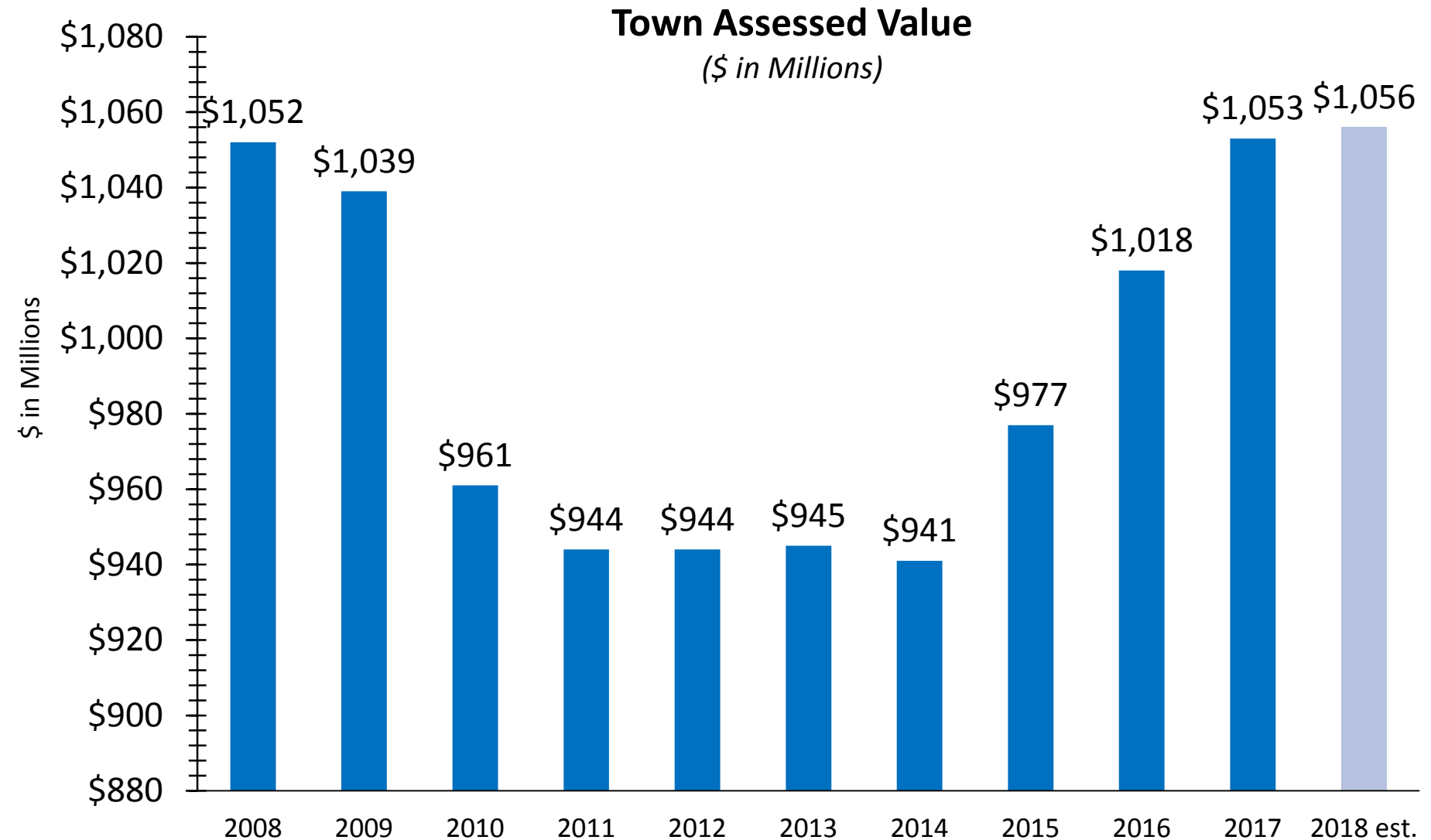
Goals of the Finance Committee

- **Level fund** the operating budget – no automatic increases
- **Maintain services** within a level operating budget
- **Manage long-term** debt via capital planning process
- Address unfunded **retiree benefits (OPEB)**

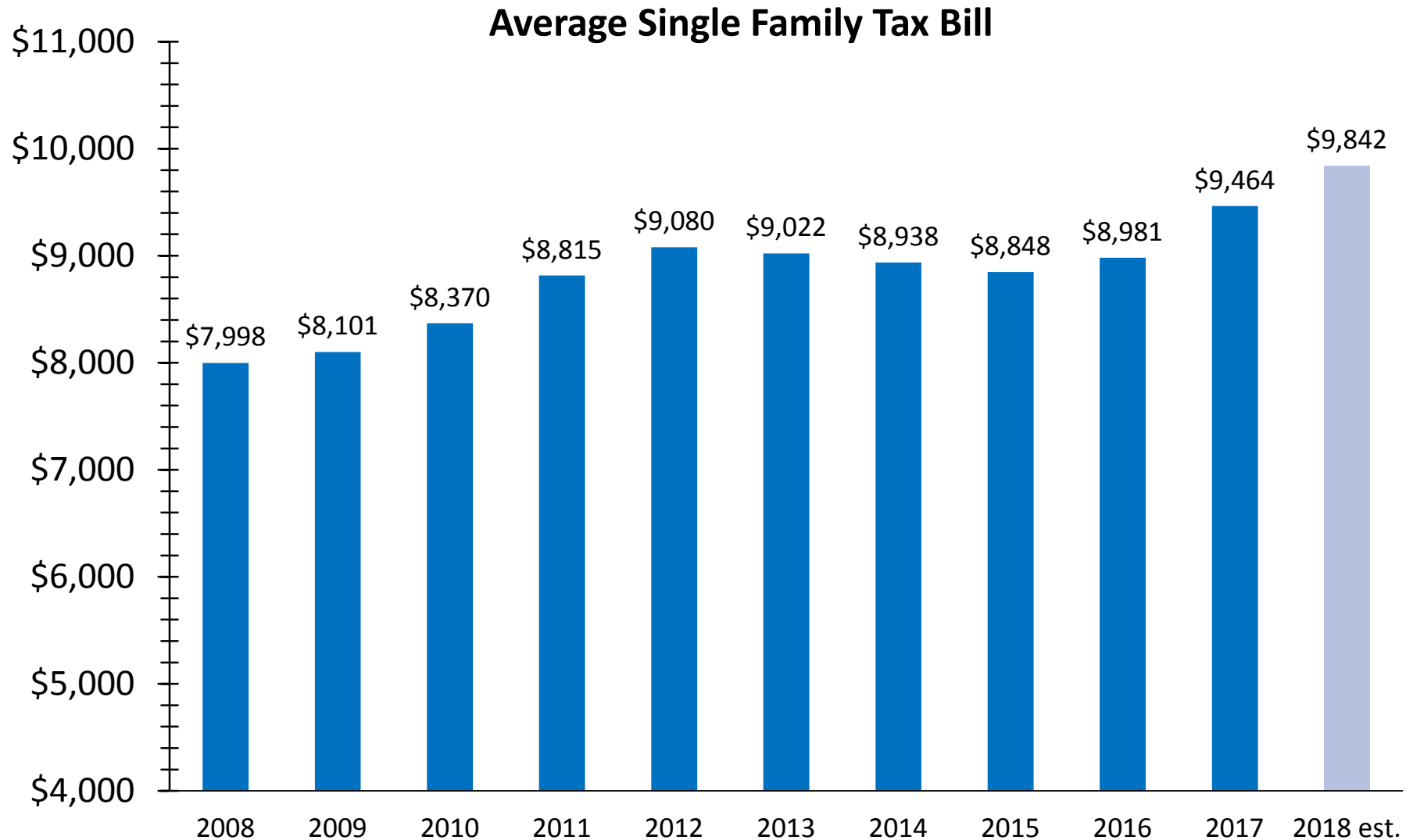
Finance Committee Process



Financial Overview - Town Assessed Valuation

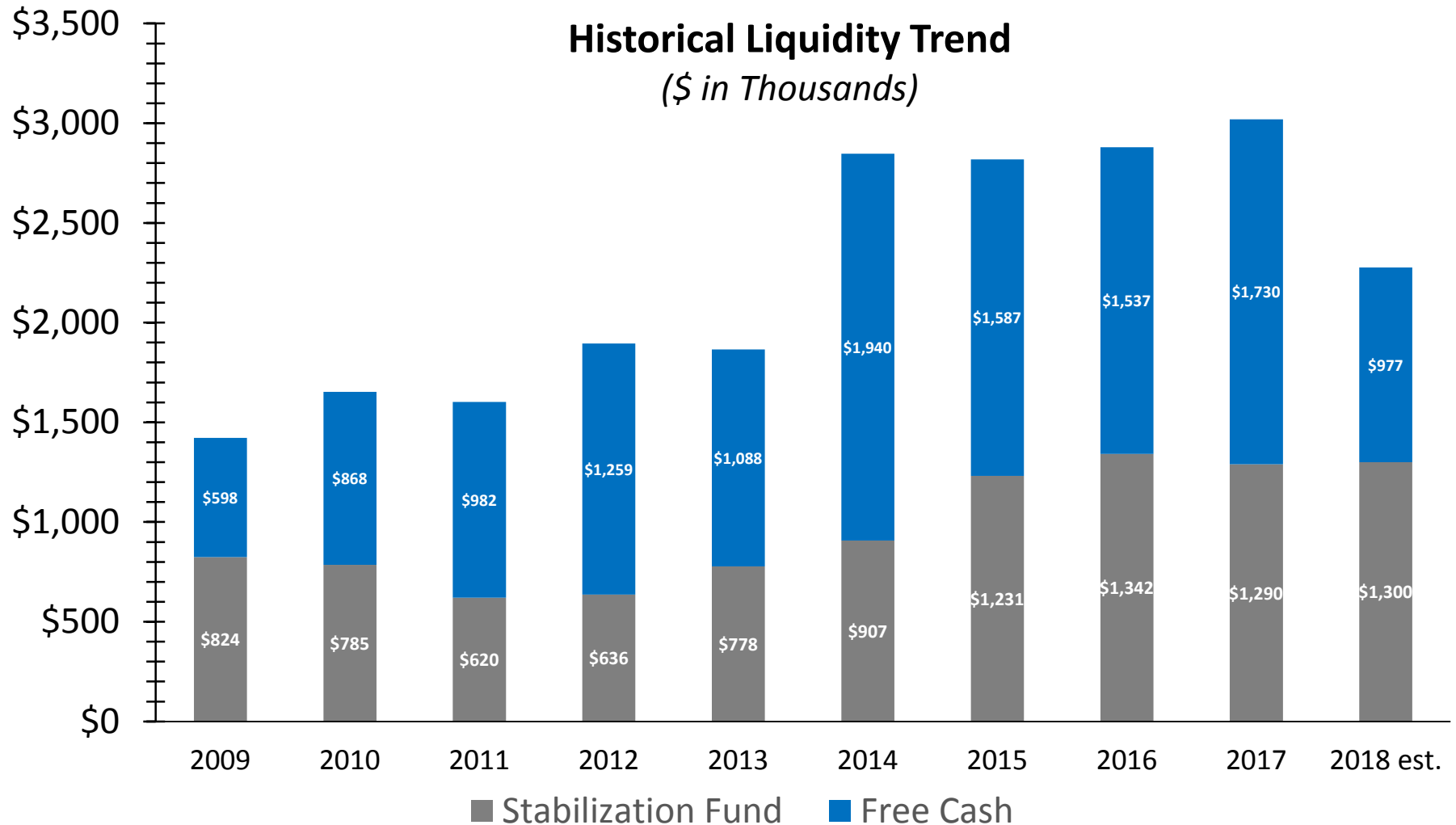


Financial Overview - Average Single Family Tax Bill

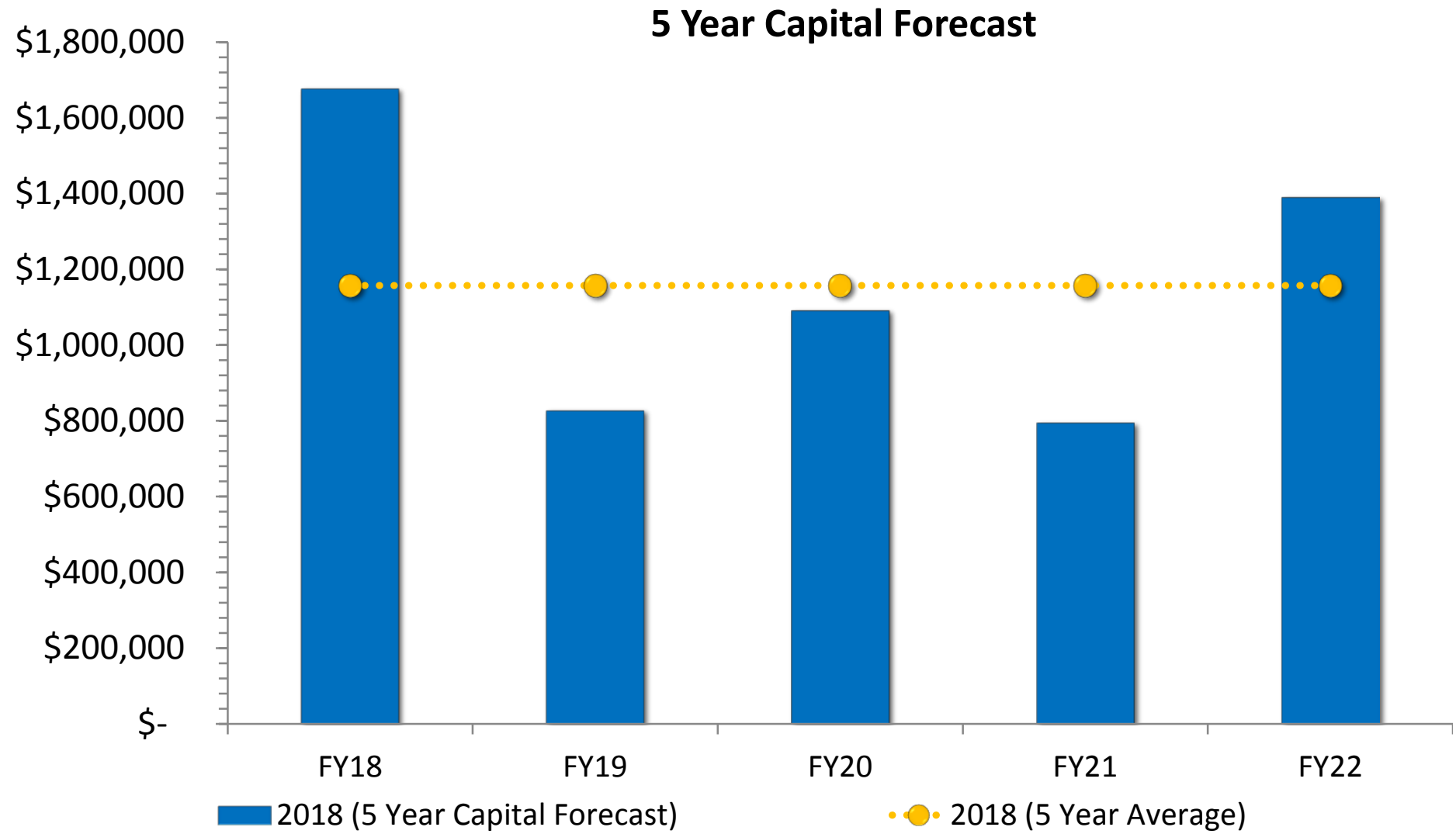


Financial Overview – Town Cash Reserves

The total free cash and stabilization funds are above 11.2% of the operating budget

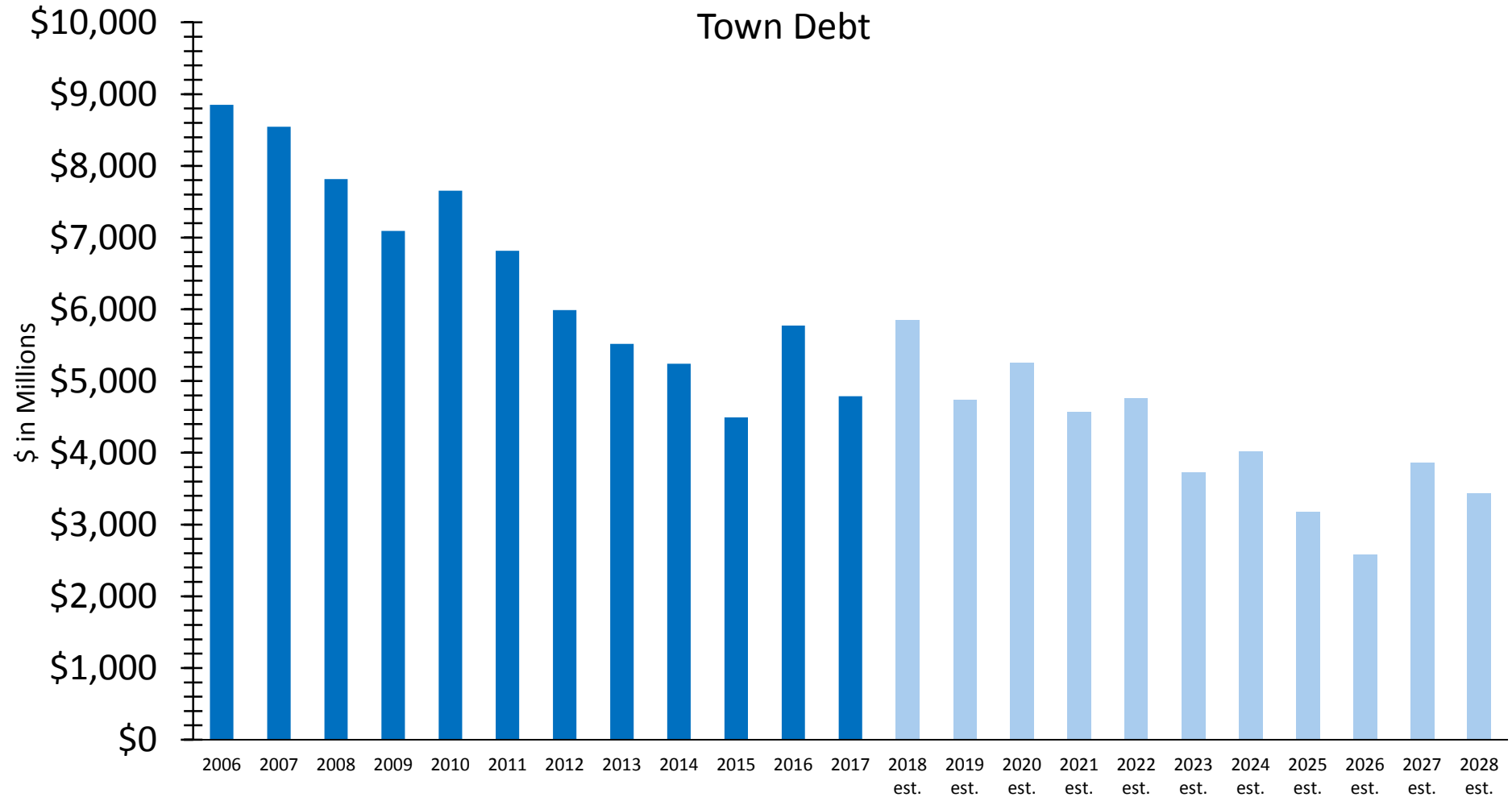


Financial Overview - 5 Year Total Capital Forecast



Financial Overview - Town Debt

Debt Schedule does NOT include new construction for public safety facilities or school renovations



Financial Overview - Fiscal Year 2018 Budget Overview

	FY 2017	FY 2018	% Change
Expenditures			
Operating Budget	\$19,640,761	\$20,324,592	3.5%
Warrant Articles	\$1,657,319	\$1,912,880	15.4%
Total Expenditures	\$21,298,080	\$22,237,472	4.4%
Revenues			
Tax Levy	\$17,717,337	\$18,470,736	4.3%
Local Receipts/State Aid/Other	\$2,769,243	\$2,756,736	-.05%
New Borrowing	\$811,500	\$1,010,000	24.5%
Total Revenue	\$21,298,080	\$22,237,472	4.4%

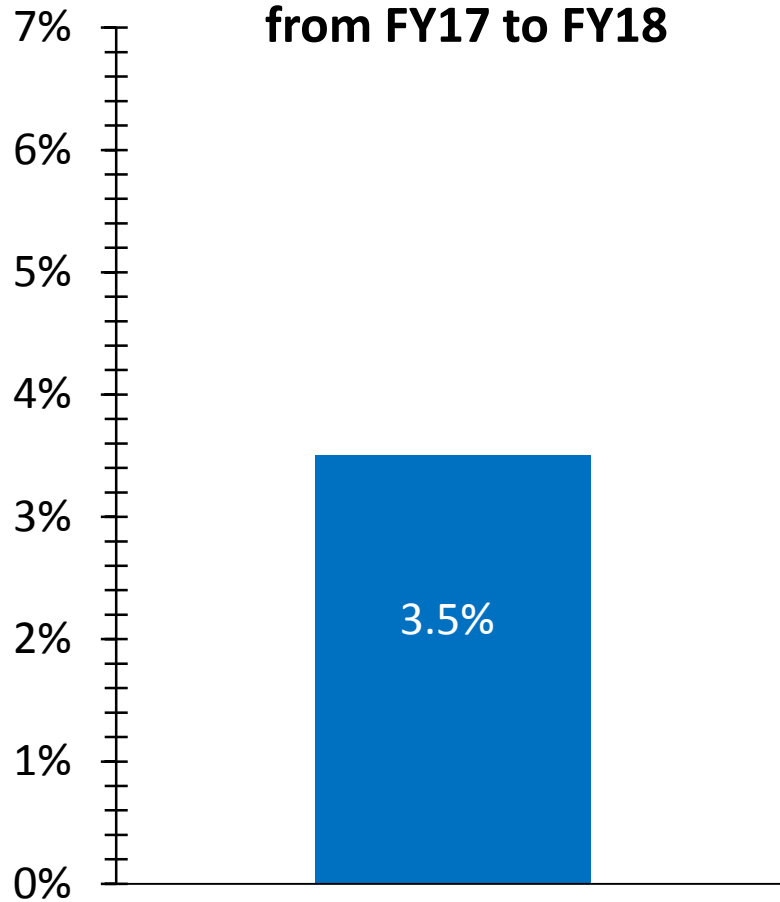
Financial Overview – Impact of Education

- ✓ The Education budget is **\$11,807,877**
- ✓ This is **58%** of the Towns operating budget
- ✓ The increase from FY17 to FY18 is **0.9%**

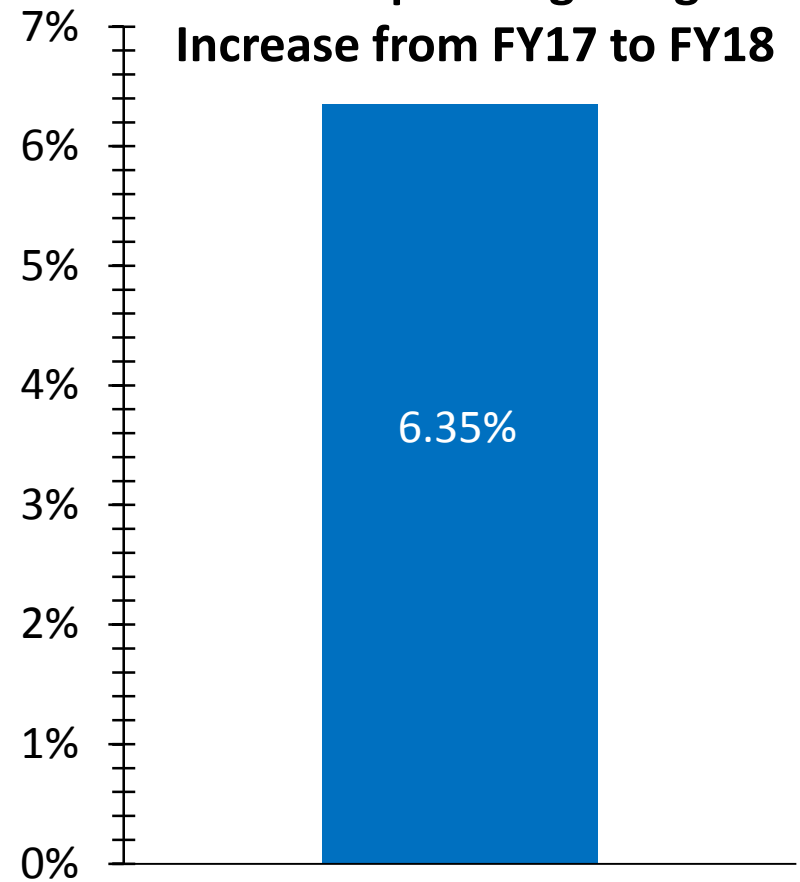
See table #2 in the Finance Committees Report

Financial Overview – Impact of Education & Debt

**Operating Budget Increase
from FY17 to FY18**



**Excluding Education &
Debt - Operating Budget
Increase from FY17 to FY18**



Does NOT Include Warrant Articles...see table #2 in the Finance Committees Report

Employee Benefits Are Increasing
from FY17 to FY18 by...

18.8%

This is under the 1.5% COLA adjustment

In Conclusion - continued

Average Single Family
Home Valuation = \$563,020

Average Single Family Tax Bill = \$9,842

This is under the 1.5% COLA adjustment

Projected Tax Increase

4.4%

This is under the 1.5% COLA adjustment

In Conclusion - continued

At last year's Annual Town Meeting (ATM) the Finance Committees **final remark** was the following;

“Regionalization has reduced the discretionary budget under our direct control. As a result, **we must continue to be cautious with salary and benefits.**”

After 8 months of meetings....

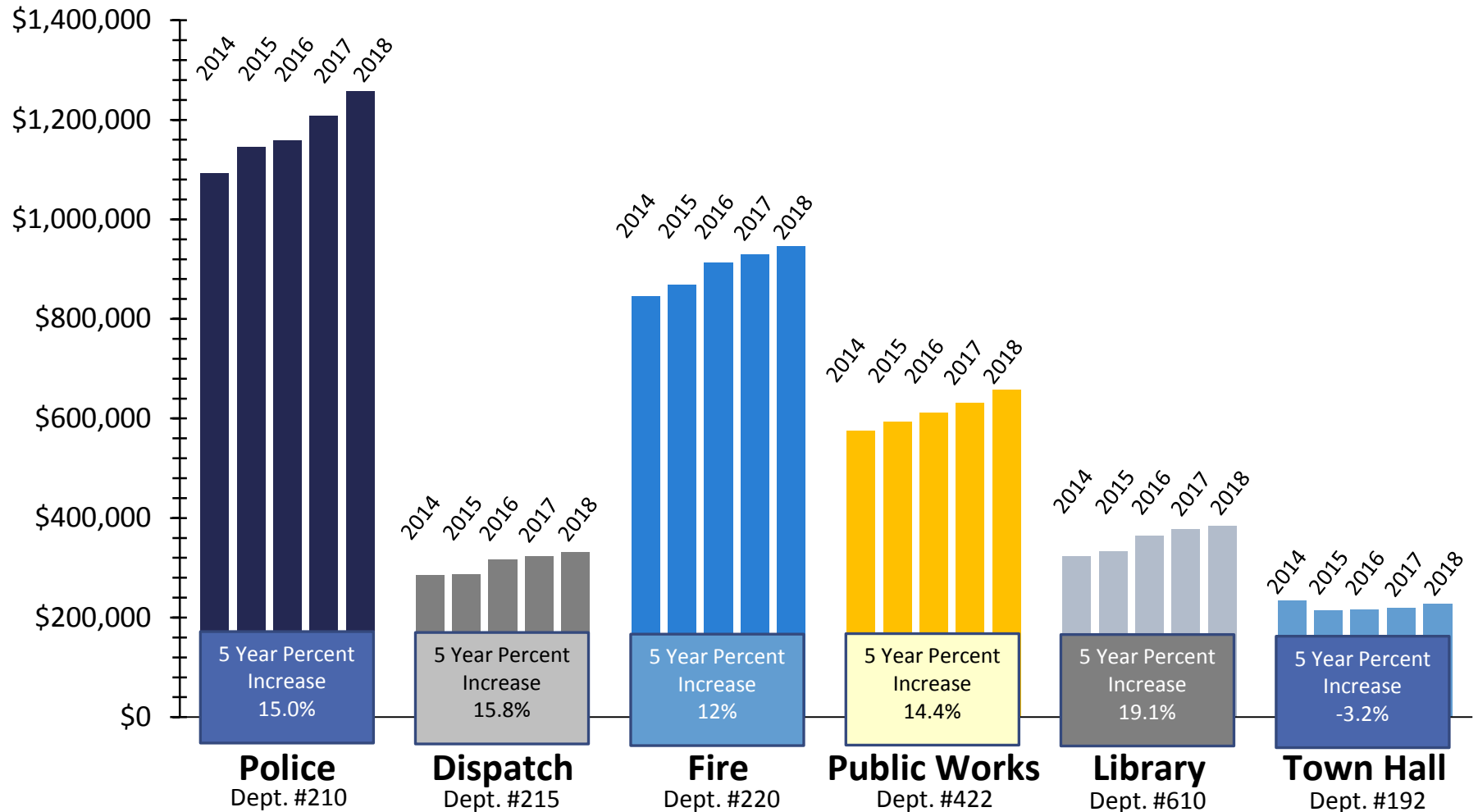
99%



Thank You

Financial Overview – Department Budgets

Operating Budget Drivers FY14-FY18





Personnel Administration Plan

ARTICLE 4 – MOTION 1

Changes in the Personnel Plan

- Article VI: Add Library Board of Trustees to approval process for new appointees to the Library
- Article XI: Correct a typo. Remove the word “amended”

Changes in the Personnel Plan

- Article IX: **Holiday pay** for regular non-exempt reduced hour employees
 - **Currently** paid based on a pro-rata formula. Holiday hours times number of hours worked per week divided by 40 hours
 - **Change to:** paid for the number of hours normally scheduled for that day of the week

Article XVII: Replace table of descriptive ratings for a performance review

Current	New
Superior	Outstanding
Good	Highly Effective
Meets	Proficient
Needs Improvement	Requires Development
Unsatisfactory	Unsatisfactory

Fair Labor Standard Act (FLSA)

Added FLSA status for each position on the Classification and Compensation Schedule

- Exempt
- Non-Exempt

Any Questions?

ARTICLE 4 – MOTION 1

Classification and Compensation Schedule

ARTICLE 4 - MOTION 2

Classification and Compensation Schedule

- **Add position of Animal Control officer SG 10**
- **Add position of DPW Business Administrator SG 13**
 - Oversees Hager Well and shared septic system operations
 - Tracks transfer station reporting and tracking to DEP and EPA
 - Manages DPW procurement
 - Manages Chapter 90 submissions process
 - Prepares bid documents

Any Questions?

ARTICLE 4 – MOTION 2

Classification and Compensation Schedule

ARTICLE 4 – MOTION 3

Wage Adjustment

- Consumer Price Index-Urban (CPI-U)
- Market (What other towns are doing)

Consumer Price Index – Urban areas

- Food, clothing, shelter, fuels, transportation fares, charges for physician and dental services, drugs and other goods and services
- Prices are collected in 87 urban areas across the country
- Taxes are included

Consumer Price Index – Urban areas

- Use the November data published in December
- Comparison of goods and services month to month
- CPI-U increased by 1.3% (Nov 2016 vs Nov 2015)
- Annual CPI-U increased by 1.5% (12 month average)

Recommendation of HRS Inc. - a human resource consulting firm for municipalities

- Conduct regular market surveys
- Maintain a commitment to remain at the average of the market
- Annual cost of living wage adjustment

Why does the market have any bearing on the Wage Adjustment?

- Attract and retain qualified employees
- Prevent turnover
- Stay current with the market

Market

Municipality	Wage Adjustment	Step increase	Total
Bolton	2%	3.00%	5.00%
Carlisle	2%	3.50%	5.50%
Groton	2%	0	2.00%
Harvard	2%	2.25%	4.25%
Lincoln	2%	3.00%	5.00%
Littleton	2%	3.50%	5.50%
Stow	2%	4.00%	6.00%
Boxborough	2%	2.50%	4.50%

Per Diem & Intermittent Employees

- 2% wage adjustment for most positions
- No change for the following positions:
 - Counselor in Training
 - Intern
 - Junior Library Page
 - Library Page
 - Counselor
 - Animal Control Officer
 - Stipend positions

Costs

	FY2017	1.5%	2%	Difference
Total Payroll	\$1,881,672	\$1,906,792	\$1,917,265	\$10,473
Increase over FY 2017		\$25,120	\$35,593	

- Does not include payroll for collective bargaining units (police and fire).
- Does not include payroll for School
- Does not include Department Heads e.g. TA

Average tax bill attributable to wages

	1.5%	2.0%	Difference
Wage Adjustment	\$1,016	\$1,021	\$5

- Does not include payroll for collective bargaining units (police and fire).
- Does not include payroll for School
- Does not include payroll for Department Heads e.g. TA

Vote Yes

- To maintain a fair and equitable compensation plan
- To maintain competitive salaries to ensure highly qualified work force continues to serve the Town
- To continue our commitment to remain at the average of the market

Backup Slides

Process for Rating Positions

How Positions are rated:

- Use a municipal position classification and rating manual
- Two member of the Personnel Board independently review each position based on several factors
- **Factors include:**
 - Physical environment
 - Knowledge, Training and Education
 - Problem Solving
 - Occupational Risks
 - Accountability
 - Etc....

Classification and Compensation Schedule

- Each position is assigned a salary grade
- Each salary grade has a salary range
- Nine steps within the salary grade
- 2.5% between steps
- Employees who have **maxed out** in their salary range get a **wage adjustment**, no step increase



Finance Committee

ANNUAL TOWN MEETING REPORT – MAY 2017

ARTICLE NUMBER 4

The Finance Committee's Point of View

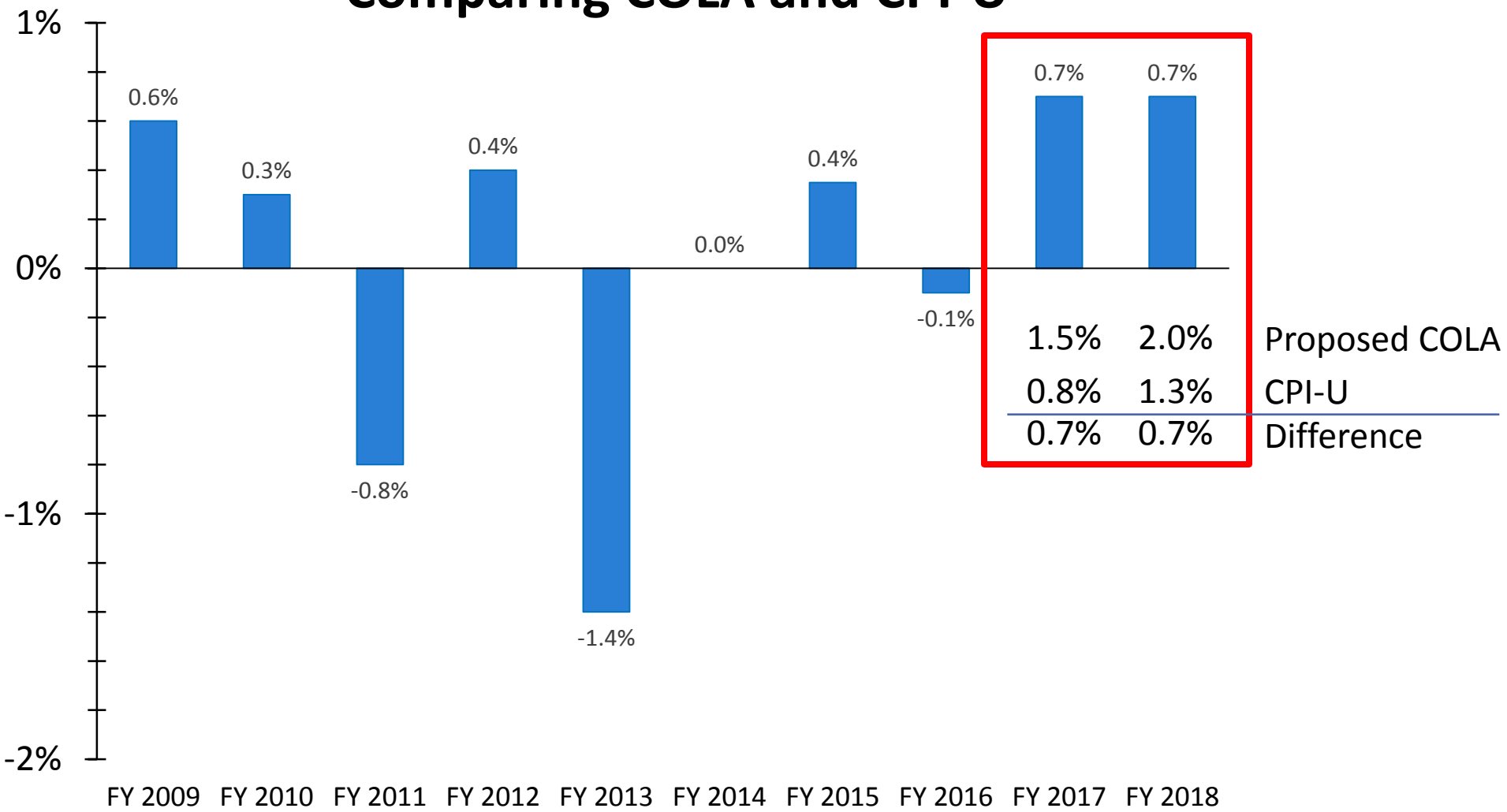
1. We were **NOT convinced** that a 2.0% COLA was warranted based upon four conversations with the Personnel Board and the Board of Selectmen.
2. The Finance Committee **compromised** on a 1.5% COLA adjustment given that CPI-U is 1.3%.
3. **CPI-U is 1.3** and the historic process of using CPI-U by the town is **incorrect in a substantial way**.

The Finance Committee's Point of View

1. **Recruitment** of new staff when employees retire or accept other opportunities is NOT an issue.
2. When including a 2.5% STEP increase on top of the 2.0% COLA increase the result is an overall **4.5%** salary increase.
3. Employee benefits are increasing **18.8%** (Pension & Health Insurance)

Significant increases in FY17 & 18

Comparing COLA and CPI-U



Don't Minimize the 1.5% to 2.0% difference

- While it may only be 0.5% difference today it will have a significant impact on future salary figures and pension benefits.

Some may reference our town in comparison to others

Human Resources Services, Inc. provided a compensation study in December 2013

22

V. Conclusion

Overall, we found that most positions studied were at or below the market's average. This may be due to the fact that the pay plan has not been updated for many years.

<http://www.boxborough-ma.gov/sites/boxboroughma/files/file/file/compensationclassificationstudy.pdf>

Recommendations

1. Utilize CPI-U to determine COLA
2. Change current practice of using CPI-U so we use a 12 month average instead of ONLY using the month of November.
3. Consistently analyze the same local towns every year and research how the towns voted so we have actual data. – *this should NOT inform COLA, but it should inform STEPS and other wage adjustments.*
4. For staff NOT eligible for STEPS discuss other possible wage adjustments.

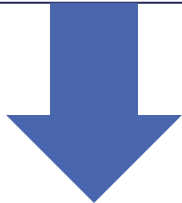


Thank You

Current Situation

- ✓ Board of Selectman
- ✓ Personnel Board

Unanimously recommend a 2% COLA increase for FY18

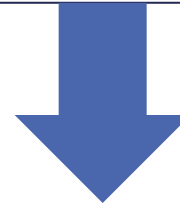


Key Factors when it comes to the recommended 2% increase

- CPI-U
- Other local towns information

- ✓ Finance Committee

Unanimously recommend a 1.5% COLA increase for FY18



Key Meetings where COLA was discussed

- Met with the Personnel board twice
- Met with the Board of Selectmen twice

Personnel Board Meeting Agenda – 12/19/16

BOARD/COMMITTEE: Personnel Board

DATE: December 19, 2016

TIME 7:30 AM

PLACE: Boxborough Town Hall, Morse / Hilberg Room

TOPICS EXPECTED TO BE DISCUSSED (Agenda):

1. Public participation.
2. Approve November 10, 2016 PB meeting minutes.
3. COLA recommendation.
4. Date of next meeting: January 12, 2017.
5. Adjournment.

Personnel Board Meeting Agenda – 11/19/14

BOARD/COMMITTEE: Personnel Board

DATE: November 19, 2014

TIME: 7:00 AM

PLACE: Boxborough Town Hall, Town Administrator's Office

TOPICS EXPECTED TO BE DISCUSSED (AGENDA):

1. Public participation
2. Approval of minutes from 10/29/14 meeting
3. Discuss and recommend 2016 compensation for non-union personnel.
(Options: Step only, COLA only, or Step plus COLA?)
4. Discuss Jim Gorman's request that PB reconsider recommending to Town Meeting that an employee be added back on Personnel Board.
5. Begin discussing MA Paid Sick Leave Law, recently approved by MA voters.
(Handout to be provided by Selina.)
6. Discuss and determine changes that will need to be made to the Personnel Plan due to the replacement of Schedules A and B by the Compensation and Classification Plan.

http://www.boxborough-ma.gov/sites/boxboroughma/files/agenda/agenda-file/11.19.14_personnel_board_agenda.rev_.1.pdf

BOARD OF SELECTMEN AND FINANCE COMMITTEE

Meeting Minutes

March 7, 2017

Approved By BoS: April 3, 2017

PRESENT: Selectmen (BoS): Les Fox, Chair; Vince Amoroso, Member; and Rick Barrett, Member

Absent: Susan Bak and Robert Stemple

Finance Committee (FinCom): Ted Kail, Chair; Amy Burke, Vice-Chair; Thomas Begin, Member; Gary Kushner, Member; John Rosamond, Member; and Andrew Bernard, Member (7:45PM)

Absent: Steve Ballard, John Rosamond, and Dilip Subramanyam

ALSO PRESENT: Selina Shaw, Town Administrator; Jennifer Barrett, Town Accountant and Cheryl Mahoney, Department Assistant

PUBLIC ATTENDANCE: None

BoS Chair Fox and FinCom Chair Kail called their respective boards to order at 7:33 PM in the Morse/Hilberg Meeting Room of the Town Hall.

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date and are hereby incorporated by reference.

Kail opened discussion on a Cost of Living Adjustment (COLA) for those town employees eligible under the Town's Personnel Plan; specifically the proposed COLA for FY 18; how this rate is arrived at during budget planning and how to improve communication on this budgeting component going forward. The practice has been to identify a COLA percentage placeholder in the initial fiscal year budget planning materials in the fall. There was a discussion as to the factors that go into determining the COLA (e.g. CPIU and comparable communities surveyed) In December 2016, the Personnel Bd. recommended to the BoS that the COLA for FY 18 be set at 2%. The FinCom communicated that they should have been included in these discussions from the beginning and that the Personnel Bd. only came before them in Jan. with this information which resulted in even more questions being raised. FinCom appreciates the desire to give a COLA that provides a good wage and encourages retention, however they would have like to see a more conservative approach, perhaps in a -0- base as with other budget items. It was noted that wage increases compound and ultimately impact retirement. There was a review of

http://www.boxborough-ma.gov/sites/boxboroughma/files/minutes/minutes-file/20170307_jointbos-fincom.pdf



**BOARD OF SELECTMEN
Meeting Minutes
December 19, 2016**

Approved: January 23, 2017

PRESENT: Les Fox Chair, Susan Bak, Clerk, Rick Barrett, Member, and Robert Stemple, Member

ABSENT: Vincent Amoroso

ALSO PRESENT: Selina Shaw, Town Administrator and Cheryl Mahoney, Department Assistant

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date and are hereby incorporated by reference.

Chair Fox called the meeting to order at 7:34 P.M. in the Grange Meeting Room of Boxborough Town Hall.

OLD BUSINESS

- Member Bak opened discussion on establishing the COLA wage adjustment for FY 18. The Personnel Board has voted to recommend a 2% wage adjustment for FY 18 budgets. She spoke to the background and rationale for this recommendation. Further to the recommendation of the Personnel Board, Member Bak moved to adjust wages under the Personnel Administration Plan in FY 18 by 2%. Seconded by Member Stemple. **Approved 3-0-1** (*Barrett abstained & Stemple voted under the rule of necessity*).

Personnel Board Meeting Minutes – 12/19/16

PERSONNEL BOARD Meeting Minutes December 19, 2016

Board Members Present: Anne Canfield, Chair, Sheila Bauer, Pat Flanagan, Anne McNeece

Also present: Susan Bak, BoS Liaison, Selina Shaw, Town Administrator, Town employee Liz Markiewicz

The meeting was called to order at 7:41 am in the Morse/Hilberg Room at Town Hall

The purpose of the meeting was to review the most recent regional CPI-U data and local proposed municipal COLA data, and to recommend a Town wage adjustment for FY2018.

There are additional minutes and they can be viewed on the following link.

http://www.boxborough-ma.gov/sites/boxboroughma/files/minutes/minutes-file/20161219_personnel_bd.pdf

The Finance Committee's Point of View

1. CPI-U is 1.3 and the historic process of using CPI-U by the town is **incorrect in a substantial way**.

Two examples:

- In **2007** the correct CPI-U calculation was **4.1%**...the Town incorrectly calculated a **0.7%** CPI-U figure
- In 2010 the correct CPI-U calculation was **1.8%**...the Town incorrectly calculated a **0.6%** CPI-U figure

Question #3: How many CPI's are there?

3

1.CPI-W

- *(Used for Social Security COLA adjustment and was implemented in 1975. Covers 28% of the United States population)*

2.CPI-U

- *(Implemented in 1978. Covers 89% of the United States population. Highest inflation average of the three index's.)*

1.Chained CPI

- *(Implemented in 2002)*

Question #4: Are there any other indices?

Yes

1. Personal Consumption Expenditure Index (PCE Price Index)

- *The PCE rises about one-third percent less than the CPI.*

Question #5: Why do you hear reports of 3% inflation?

Based on my conversations with analyst from the Bureau of Labor Statistics:

- The historic average inflation is between 2.5%-3.0%.
- If you hear reports of inflation being higher than what's in any of the current CPI's then chances are they removed some items from the basket of goods.

Question #6: What is the current CPI-U?



Databases, Tables & Calculators by Subject

Change Output Options:

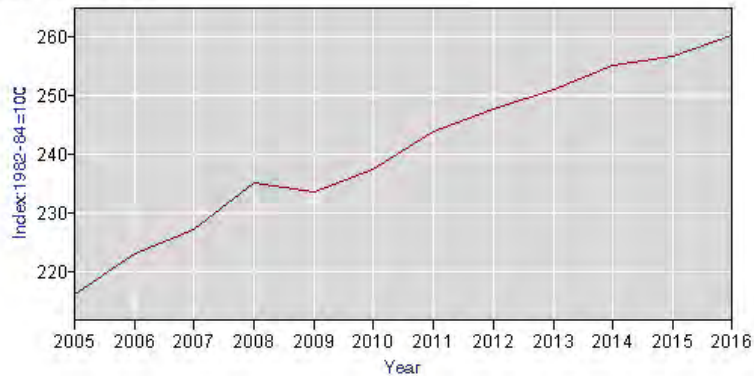
From: 2005 To: 2017 GO

☒ include graphs ☒ include annual averages

Data extracted on: March 28, 2017 (3:03:50 PM)

Consumer Price Index - All Urban Consumers

Series Id: CUURA103SA0
Not Seasonally Adjusted
Area: Boston-Brockton-Nashua, MA-NH-ME-CT
Item: All items
Base Period: 1982-84=100



1.3%

<https://data.bls.gov/pdq/SurveyOutputServlet>

Question #8: What are other towns doing?

- December 19th 2016: Recommendation of a 2% COLA was made. The list of the below towns was analyzed.
- January 23rd, Personnel Board met with FinCom

Mass. Town/City	EQV/Per Capita (2012)	Population (2010)	Income Per Capita (2009)	Operating Budget (rounded) (2010)	Average Tax Bill (2011)	Form of Government (MMA)
Acton	\$176,011	21,924	\$49,513	\$82M	\$9,259	TM/Selectmen
Bolton	\$193,850	4,897	\$54,873	\$19M	\$9,021	TA/Selectmen
Boxford	\$214,101	7,965	\$67,807	\$27M	\$8,021	TA/Selectmen
Boylston	\$149,666	4,355	\$43,737	\$13M	\$5,710	TA/Selectmen
Carlisle	\$273,302	4,852	\$81,899	\$25M	\$11,900	TA/Selectmen
Essex	\$227,935	3,504	\$41,598	\$15M	\$7,060	TA/Selectmen
Groton	\$148,814	10,646	\$58,145	\$32M	\$6,418	TA/Selectmen
Hamilton	\$174,330	7,764	\$49,775	\$27M	\$7,988	TM/Selectmen
Harvard	\$170,797	6,520	\$50,237	\$22M	\$8,862	TA/Selectmen
Lincoln	\$299,204	6,362	\$86,855	\$30M	\$13,322	TA/Selectmen
Littleton	\$177,133	8,924	\$38,279	\$36M	\$5,960	TA/Selectmen
Middleton	\$183,792	8,987	\$35,529	\$25M	\$6,167	TA/Selectmen
Newbury	\$194,833	6,666	\$40,922	\$18M	\$4,476	TA/Selectmen
Sherborn	\$296,796	4,119	\$121,366	\$23M	\$13,534	TA/Selectmen
Southborough	\$224,790	9,767	\$80,249	\$46M	\$8,334	TA/Selectmen
Stow	\$186,289	6,590	\$49,095	\$25M	\$7,682	TA/Selectmen
Topsfield	\$198,458	6,085	\$53,768	\$23M	\$7,842	TA/Selectmen
Upton	\$141,945	7,542	\$37,629	\$17M	\$5,630	TM/Selectmen
Wenham	\$145,104	4,875	\$66,868	\$16M	\$9,482	TA/Selectmen
W. Newbury	\$179,792	4,235	\$48,788	\$13M	\$6,742	Selectmen

Question: When making the recommendation on 12/19 was the town comparison data from the 2013 survey?

Or was it from reaching out to the towns listed to the left?

If you reached out to the towns has that been consistently done historically? If so, where's the data?

Question #8: What are other towns doing?

- December 19th 2016: Recommendation of a 2% COLA was made. The list of the below towns was analyzed.
- January 23rd, Personnel Board met with FinCom
- January 24th additional research was made in the following towns by phone conversations.

FY 18 PROPOSED WAGE ADJUSTMENT AND STEPS
IN COMPARABLE COMMUNITIES (Non-Union Employees)

Municipality	Proposed FY 18 COLA %	Step %	Notes:
Bolton	2.00	3.00	
Carlisle	2.00	3.50	
Groton	2.00	0.00	Only 3 Non-Union Employees - salaried
Harvard	2.00	2.25	
Lincoln	2.00	3.00	
Littleton	2.00	3.50	Consistent with CBUs
Southborough	2.50	0.00	
Stow	2.00	4+	
Topsfield	2.00	2.75	
Wenham	2.00		Possible 2% merit step

Question: This was collected in January so how did this impact the recommendation in December of the 2.0%?

Current Situation

- ✓ Board of Selectman
- ✓ Personnel Board

Unanimously recommend a 2% COLA increase for FY18

- ✓ Finance Committee

Unanimously recommend a 1.5% COLA increase for FY18

- ✓ The difference of 0.5% is approximately \$9,000 today. However, the future impact is substantially more given the compounding impact of future salary increases and retirement benefits.

Question #1: What is COLA?



Social Security

SEARCH MENU LANGUAGES SIGN IN / UP

Latest Cost-Of-Living Adjustment

[Automatic Determinations](#)

[COLA history](#)

What is a COLA?

Legislation enacted in 1973 provides for cost-of-living adjustments, or COLAs. With COLAs, Social Security and Supplemental Security Income (SSI) benefits keep pace with inflation.

INVESTOPEDIA

Topics ▾ Reference ▾ Advisors ▾ Markets ▾ Simulator ▾

NEXT UP

1 Cost-of-Living Adjustment - ...

2 Consumer Price Index For Urban ...

3 Indexat

What is a 'Cost-of-Living Adjustment - COLA'

An adjustment made to [Social Security](#) and [Supplemental Security Income](#) to counteract the effects of inflation. Cost-of-living adjustments (COLAs) are generally equal to the percentage increase in the [consumer price index](#) for urban wage earners and clerical workers (CPI-W) for a specific period.

Question #2: What is CPI?

 UNITED STATES DEPARTMENT OF LABOR

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Overview of BLS Statistics on Inflation and Prices

Inflation can be defined as the overall general upward price movement of goods and services in an economy. BLS has various indexes that measure different aspects of inflation.

BLS statistics related to inflation:

Consumer Price Index

The Consumer Price Index (CPI) program produces monthly data on changes in the prices paid by urban consumers for a representative basket of goods and services. There are separate indexes for two groups or populations of consumers:

- The CPI for All Urban Consumers (CPI-U) is the index most often reported by the national media.



CPC Report and Establish FY 18 Reserves

ARTICLE NUMBER 8

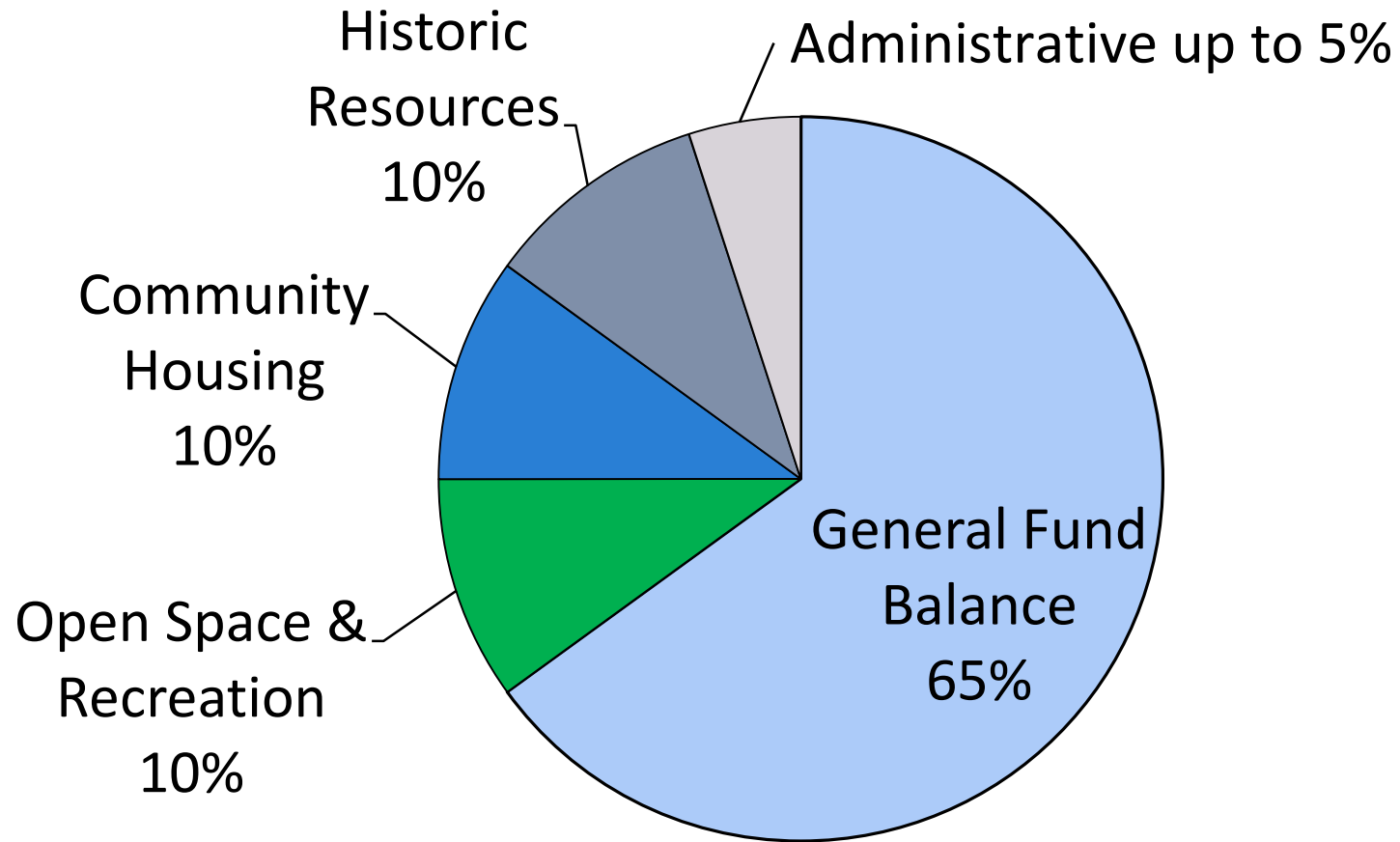
Community Preservation

- Community Preservation Act passed in 2014, effective FY 2015
- 1% surcharge on real estate tax bill
- Town receives a “matching” contribution from the State which has averaged about 22% since 2015
- Funds to be spent on Open Space, Community Housing, and Historic Resources

Community Preservation Committee

- Update the Town's Community Preservation Plan
- Prepare FY18 CPA budget based on anticipated revenue
- Review applications for CPA funding
- Recommend Articles 8, 9, 10, 11 & 12 for ATM

Annual CPA Spending Requirements



CPA Summary to Date

FY 2015 Actual through FY 2018 Estimate

Total CPA Revenue	\$ 666,272.65
Total CPA State Match	\$ 107,297.47
Total CPA Funds Received	\$ 773,570.12
FY 2016 Appropriations	\$ 120,000.00
FY 2017 Appropriations	\$ 197,253.21
FY 2018 Proposed Appropriations	\$ 99,700.00
Total CPA Funds Appropriated	\$ 416,953.21
Total CPA Ending Balance	\$ 356,616.91

CPA Appropriations



Town Hall Steps
\$ 35,000



Steele Farm Barn
\$ 90,000



Conservation of Historic
Town Records
\$23,000

CPA Ending Balance

Through FY 2018 Estimate:

General Fund Balance	\$	282,161.91
----------------------	----	------------

Open Space Reserve	\$	70,200.00
--------------------	----	-----------

Affordable Housing Reserve	\$	2,280.00
----------------------------	----	----------

Historic Preservation Reserve	\$	1,975.00
-------------------------------	----	----------

Total CPA Ending Balance	\$	356,616.91
---------------------------------	-----------	-------------------



Establish FY 18 Reserves

ARTICLE NUMBER 8

Issue

Each fiscal year, Town Meeting must appropriate or reserve at least 10% of the estimated annual revenue for each of the three categories of allowable community preservation purposes (open space, community housing and historic resources)

Solution

The CPC recommends the following set asides from estimated annual revenue:

- \$21,000 for Open Space
- \$21,000 for Community Housing
- \$21,000 for Historic Resources
- \$112,000 for FY 18 Budgeted Reserve
- \$5,000 for Administrative Expenses

Costs and Benefits

- There is zero cost for this Article
- We are simply allocating revenue to be collected including the state matching \$\$
- Passing this Article satisfies the Town's obligation to set aside 10% of our estimated annual revenue to each of the three categories of allowable community preservation purposes

Vote Yes

- Passing this Article is an administrative requirement of the CPA.
- The proposed allocation to budgeted reserves provides the most flexibility for CPA future expenditures.



Community Preservation Fund Open Space

Conservation Trust Fund

ARTICLE NUMBER 9

CONSERVATION TRUST FUND (CTF)

The Conservation Trust Fund (CTF) is used to fund the acquisition, capital improvement, preservation, and management of the Town's Conservation Land.

CONSERVATION TRUST FUND (CTF)

For the past 6 years the CTF has been funded by an approval of an annual Warrant Article at Town Meeting with the money transferred from available free cash.

This request for CPA funds is intended to continue the annual funding of the CTF, but with CPA funds instead.

CONSERVATION TRUST FUND (CTF)

- Management, planning and improvement of conservation land.
- Expenses related to land acquisition review such as appraisals, title searches etc.
- Cost of preparing open space plans and maps.
- Purchase and Capital Improvement of Land.
- Monitoring Conservation Restrictions.

CTF BALANCE AND EXPENDITURES

Unencumbered Balance: \$20,000.

- 2017 Appropriation: \$5,000
- FY 2016 Expenditures/Encumbrances:
 - \$5,800 for invasive plant cutting/treatment.
 - \$2,000 for 25 acre Conservation Restriction.
 - \$9,200 for 10 acre land purchase.

The CTF is Separate From other Conservation Commission Funds and does not pay for:

- Routine Operations and Maintenance (Operating Budget)
- Reviewing and Protecting Wetland Resources (State and Town Fee Funds)

Anticipated CTF Expenditures

- Review of Land Acquisition Opportunities (appraisal, title search, engineering and land use review).
- Control of Invasive Plants.
- Monitoring of Conservation Restrictions.

Why Approve money for the CTF?

- Is consistent with Boxborough 2030 and the Town's Open Space and Recreation Plan.
- Provides an immediate and dedicated source of money to pay for anticipated needs.
- Avoids the need for ad hoc funding out the Town's annual operating budget.

Why USE CPA for the CTF?

- All of CTF expenditures over the past 6 years would have been CPA-eligible.
- Continues the annual funding of CTF that has been approved for the past 6 years at ATM.
- FinCom recommended that ConsCom request CPA funding for the CTF.

VOTE YES

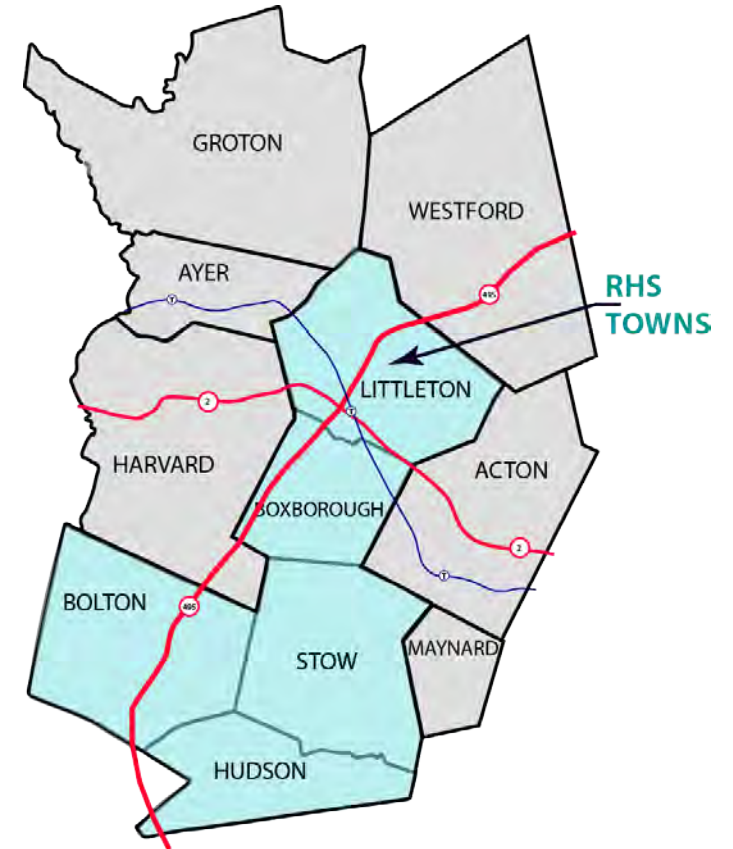


Transfer to the Affordable Housing Trust for Regional Housing Monitoring Services for the Second Half of Year 4 (Fiscal Year 2018) Services

ARTICLE NUMBER 10A

Regional Housing Services (RHS) Collaboration

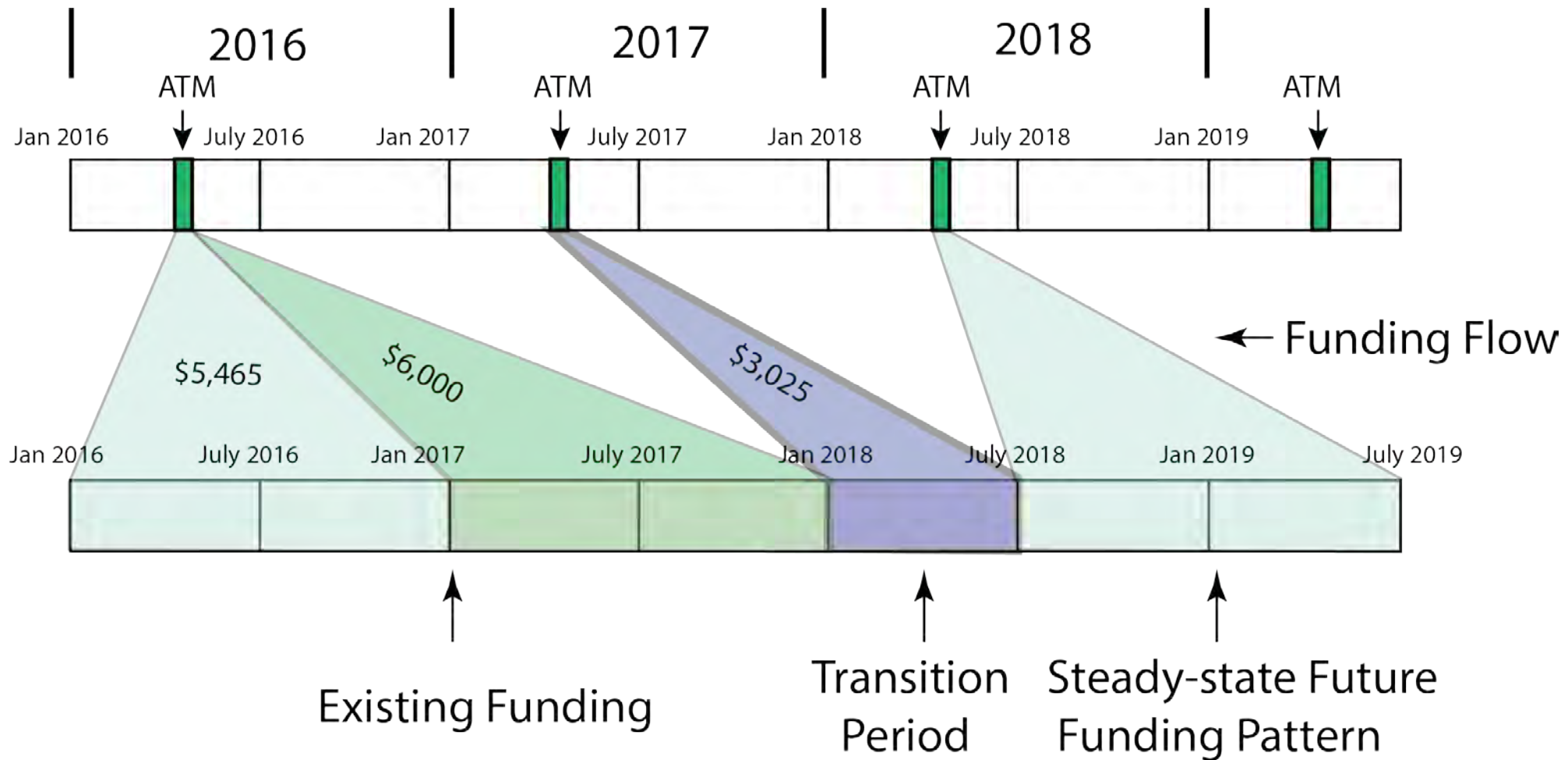
- RHS Collaboration
 - Involves Boxborough, Bolton, Hudson, Littleton, and Stow.
 - Provides services related to the monitoring and maintenance of affordable housing.
- Mechanics
 - Hudson serves as lead organization.
 - Services have been provided by Metro West CD of Watertown, MA.
 - 2016 was the final year of a three-year contract.
 - Working on new three-year contract that will be aligned to the Fiscal Year.



RHS Activities

- State Required Monitoring
 - Verification of existing affordable housing units.
 - Refinancing and resale of units.
 - Support in determining assessments.
- Regional Activities - Collaborative activities with other communities, such as a Developer Forum.
- Local Support - Resident support and other local programs.
- Administrative help for the Rental Assistance Program is separately funded.

Timing is Everything!



Projected Costs

Activity	Hours	Cost
Monitoring	30	\$1,650
Regional Activities	10	\$550
Local Support	15	\$825
	55	\$3,025

- A new RHS contract is being drafted that will be funded in Fiscal Year cycles.
- A Request for Proposals for the consulting agency is being drafted.
- A new Intermunicipal Agreement is being drafted. Board of Selectmen approval will be required.

Vote Yes

- The RHS Collaboration has worked well.
 - Is cost-efficient.
 - Has significantly unburdened Administrative Staff.
- The RHS Collaboration enables the definition of regional standard practices, i.e., the reinvention of various wheels is minimized.



Boxborough Rental Assistance Program (BRAP)

ARTICLE NUMBER 10B



Boxborough Rental Assistance Program

Summary

- In the first year, we helped six Boxborough households with \$250 rental assistance per month.
- Over twenty households applied. We helped six households in substantial ways.
- Administrative costs were substantially less than the budgeted.
- For the coming year (FY18), we propose an expansion of the program to twelve households. Over 95% of the requested funds will be used in actual rental assistance.
- BRAP continues to be sponsored, endorsed, and recommended by the Housing Board and the Well-Being Committee.

Reasons for BRAP

- Boxborough has about 175 households in the extremely-low-income category (annual incomes less than about \$24K).
- Housing costs can burden a family with obstacles to self sufficiency.
- Federal Section 8 and Massachusetts Rental-Assistance Programs have long waiting lists.
 - BRAP requires recipients to apply for all available programs.
 - BRAP does not endanger applicant's standing on the waiting lists.
 - If a household is offered Section 8 or subsidized housing, BRAP support will end when they transfer to that program.
- Rents in Boxborough are not affordable to many households.
- Boxborough rents, even “affordable” rents, are high.

Program Development

- Developed Qualification Procedures.
 - Low Income
 - Housing must be in Boxborough
 - Household must agree to work with a case manager
 - Term of assistance limited to three years
- Developed Preference-Point System to Rank Qualified Households. Key Considerations are:
 - Boxborough residency
 - Lowness of income
 - Ties resolved by lottery
- Confidentiality preserved. Only the Community Services Coordinator knows the full details of the applicants' situation.
- Consistent with Massachusetts statutory and policy requirements.

Program Experience

- 22 applications were received.
- 11 households met the eligibility requirements.
- Six households are receiving assistance of \$250 per month.
- First checks were distributed to landlords on October 1, 2016 and credited toward October 2016 rent.
- Landlords have signed participation agreements and are supportive and eager to help tenants remain housed.
- Four eligible applicants are currently on the waiting list.

Impact of Assistance

- All participant households report an immediate improvement to quality of life and a reduction in multi-factor stress.
- One participant has been able to complete safety repairs on their vehicle and a second can now afford prescriptions and medical supplies.
- Two single-parent families are now working on certifications that will increase income and are able to participate in educational activities shown to help their children perform well in the AB school system.
- Two medically complex households can now stay close to family support networks.

COSTS FOR EXPANDED PROGRAM

Cost Category	7/1/17 to 6/30/18
Direct Program Cost	\$36,000
Administrative Costs	\$1,650
Total	\$37,650

- Twelve Households will be helped at \$250/Month.
- The projected Administrative Costs are reduced, reflecting our experience of the first year.
- Administrative Costs are 4.4% of the total cost.

Vote Yes

- The first year of this Program has been successful.
- There is significant need for transitional rental assistance in Boxborough, a need sufficiently warranting an expansion of the BRAP.
- Modest assistance has been provided with high efficiency and has enabled significant improvements to life for recipients.
- We are giving a helping hand to Boxborough residents who otherwise would not have been helped.
- Entirely consistent with Boxborough2030, our new Master Plan.

Boxborough2030: A Rural Engaged Community for All



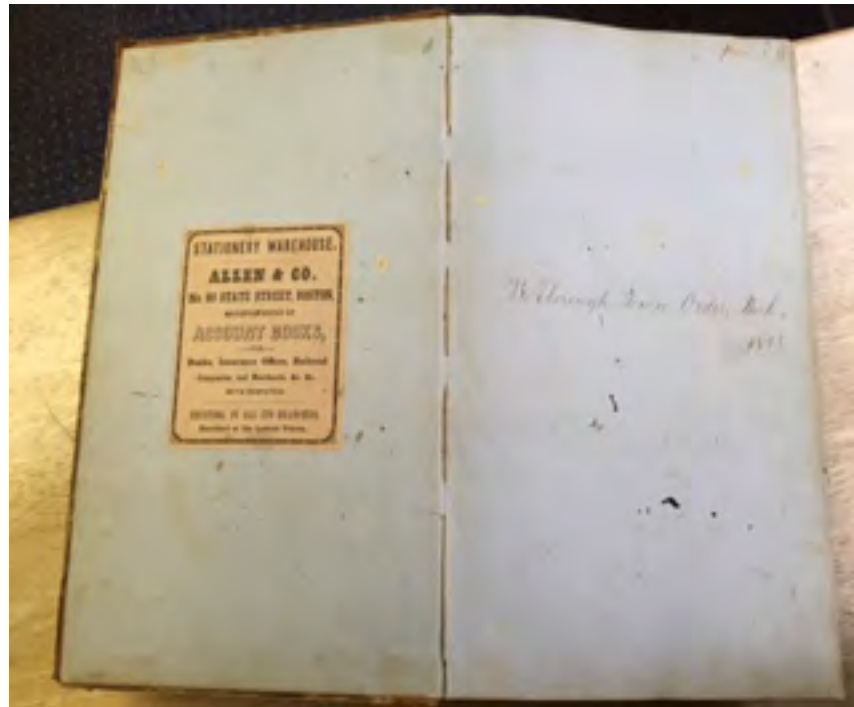
Historic Resources

ARTICLE 11A

Summary

- Preserving historic records is an obligation of all towns and cities in Massachusetts
- Third phase of 3-year project

Records in Need of Repair



Records after Repair





North Cemetery

ARTICLE NUMBER 11B

Summary

- The North Cemetery Restoration proposal is part of a multi-year plan to repair, reset, and restore the North Cemetery. The Cemetery Commission would like to divide the cemetery into sections and focus on one section per year. This first year the Cemetery Commission is looking to restore the northeast quadrant of the cemetery. The funds will be used to repair, reset, and clean headstones.

This year we are requesting \$9025 to repair, reset, and clean headstones.

14 small headstones @\$200	\$2800
11 medium headstones @\$300	\$3300
3 large headstones @\$400	\$1200
Repair one broken stone	\$500
2 large stones cleaned @\$100	\$200
A row of 7 stones reset & cleaned	\$1025





Benefits

- The North Cemetery's first burial was in 1776. The land that the cemetery is on was donated to the Town in 1783 by the Wetherbee family.
- Maintaining and preserving the cemetery is important because of the historical significance.

Vote Yes

- Please help us restore and repair North Cemetery.





Community Preservation Funds Historic Resources

ARTICLE NUMBER 12

The Steele Farm Advisory Committee is seeking the sum of \$30,000 to fund the design for:

- *stabilizing the Steele Farm house and chimney foundations*
- *repair of the first-floor framing and sills*
- *Repairs to the exterior of the farmhouse.*

Current conditions



**Failing foundation wall, east
side of chimney**
(Facing north,
toward Middle Road)



**Collapsed foundation wall, west side
of chimney**
(facing North, toward Middle Road)



Collapsed first floor framing section

(Facing north/Middle Road, center section north of chimney as viewed from crawlspace)



Collapsed first floor framing section

(Facing northeast/Middle Road, center section north of chimney as viewed from first floor)



Where will the money go?

- *Last year a structural engineering assessment was done to determine the condition of the Wetherbee farmhouse*
- *Four solutions were proposed for the stabilization and repair/restoration of the house*
- *The SFAC has chosen the least disruptive and the most cost effective solutions to stabilize the foundation, flooring, framing, and exterior of the house*
- *The CPC funds will be used to pay for the development of design specifications for the above work in preparation for the soliciting of bids*

Benefit to the town

- *This appropriation will begin the process of preserving one of Boxborough's historic treasures, a living legacy of the town's early days.*
- *Only a few buildings from this era remain standing, and this is one of two buildings owned by the Town.*
- *All buildings deteriorate and need regular maintenance. The Wetherbee farmhouse has not had any major maintenance in the last 25 years and no major structural work has been done in at least the last one hundred years. Acting now will arrest any further significant deterioration and allow for future preservation of the farmhouse.*

Vote Yes

- *Voting yes will allow the town to move forward on the design for the stabilization and rehabilitation of the basement and chimney foundations and the first floor of the Levi Wetherbee Farmhouse.*
- *It will ensure that this historic house is preserved as part of our town's history.*



Veterans Memorial Design Study

ARTICLE 18

Veterans Memorial Committee Members

Scott Pierce – US Air Force – Presenting Motion

Karen Noriega-Baron – US Army – Presenting Summary Information

Kevin Mahoney – Co-Chair, Historical Committee Member

Ron Vogel – Co-Chair, US Navy

Rick Barrett – US Army Active Duty, Selectman

Frank Coolidge – US Navy

Owen Neville – Public Celebrations & Ceremonies Committee Member

Becky Neville – Cemeteries Committee Member

Committee Charged by Board of Selectmen

“To recommend to the town appropriate memorials to foster a common understanding of the sacrifices and uncommon dedication given by veterans and their families; to convey to every individual that enters the memorial grounds, a sense of the total dedication to The United States of America and its citizens by the men and women who served during war-time and in peace; to honor selfless service; to provide the opportunity for the public to reflect on their rights and freedoms enjoyed as citizens of the United States of America.”

Existing Monuments



Site & Design Considerations

- Located on or off Memorial Day Parade Route
- Contemplative Space vs High Visibility
- Educational Component – displays and website
- Monuments
 - One or Multiple Monuments / Existing Monuments
 - Park feel / Family Recognition
 - Names / Branches of Service / Conflicts

Sites Considered – Site Selection Process

- Considered **18** parcels of town-owned land
- Visited **7** sites
- Short-listed **4** sites
- Added **1** site after public input
 - Evening information session held on April 5th

Proposed Sites

Short list after public information session

- North Cemetery
- Museum
- Community Gardens
- Library
- Flerra

Funding & Next Steps

Article - \$10,000 to hire engineering & design services

Additional Funding options

- Grants
- CPA
- Fundraisers
- Tribute Bricks

Timeline

- Presentation at Town Meeting - May
- Interview/Select Landscape Architects - July
- Present plans, designs and cost at future Town Meeting

Vote Yes

The Board of Selectmen recognized the need to re-commit to honoring the sacrifices made by those who served in the defense of our freedoms, and their families. Through the Veterans Memorial Committee's efforts and with Town Meeting's support, we will be able to take this ***first step*** to move forward with the charge given to the VMC by the Town.



South Cemetery – Stone Wall

ARTICLE NUMBER 27

South Cemetery







Replace Library Carpeting

ARTICLE NUMBER 28

Summary

Ninety-five thousand (\$95,000), more or less, for removing and replacing the existing carpet of the Sargent Memorial Library.

Issue

- Carpet is now 12 years old
- Worn, soiled, and frayed
- Many accidents/spills
- Becoming a tripping hazard

Solution

- Replace with carpet squares
- Future repairs to individual areas as needed
- Carpet technology has improved
- Cannot do individual areas because of differences in carpet heights

Benefits

- Protect the library as a town asset
- Ensure safety of patrons
- New carpet will hide stains better
- Adhere to recommendations of DOR

Costs

- \$95,000 includes
 - Removal of existing carpeting
 - Labor and materials
 - Moving and storing library materials and furniture during the process





Vote Yes

- Carpet is past its end-of-life
- This has been a part of the town's capital plan
- Library Board of Trustees unanimously recommends
- Future repairs will cost less and take less time

Thank you!



Repair/Repave Parking Lots – Boxborough Fire & Police Facilities

ARTICLES NUMBER 30A & 31

Repaving Fire & Police Parking Lots

- The paving is in very poor condition, rendering travel and maintenance difficult.
- This project would enable us to repave and regrade the driveways and parking lots to better manage storm water, and keeping it away from the buildings, while also providing a smooth and sound driveway / parking area.

Front of Fire Dept. Garage Bays



Front of Fire Dept. Garage Bays



Top of Fire Dept. Driveway/Crosswalk



Top of Fire Dept. Driveway / Crosswalk



Driveway Between Fire & Police



Police Parking Lot



Police Garage Bays



Police Driveway



Vote Yes



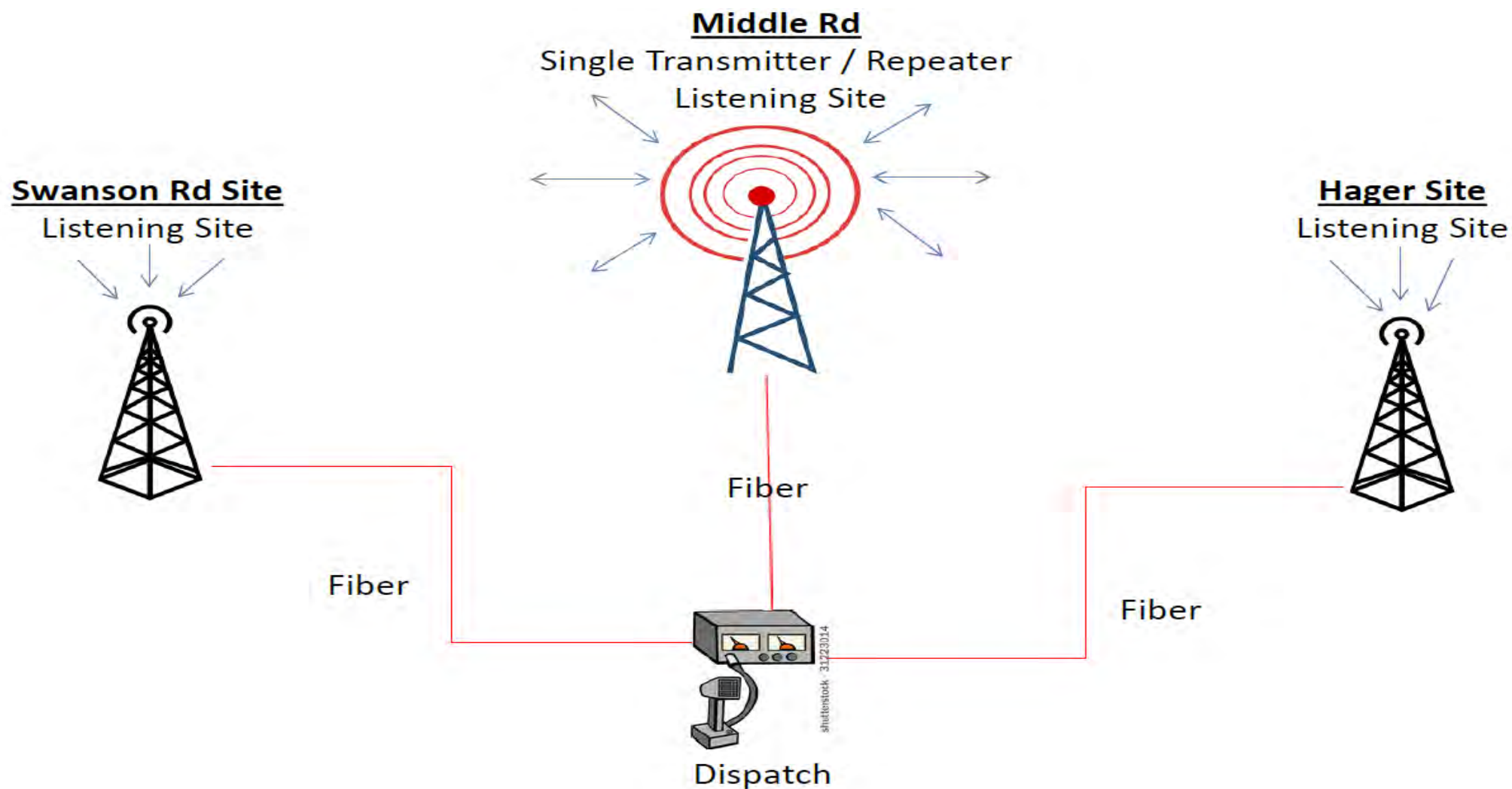
Public Safety Radio Upgrade - Continuation

ARTICLE NUMBER 32B

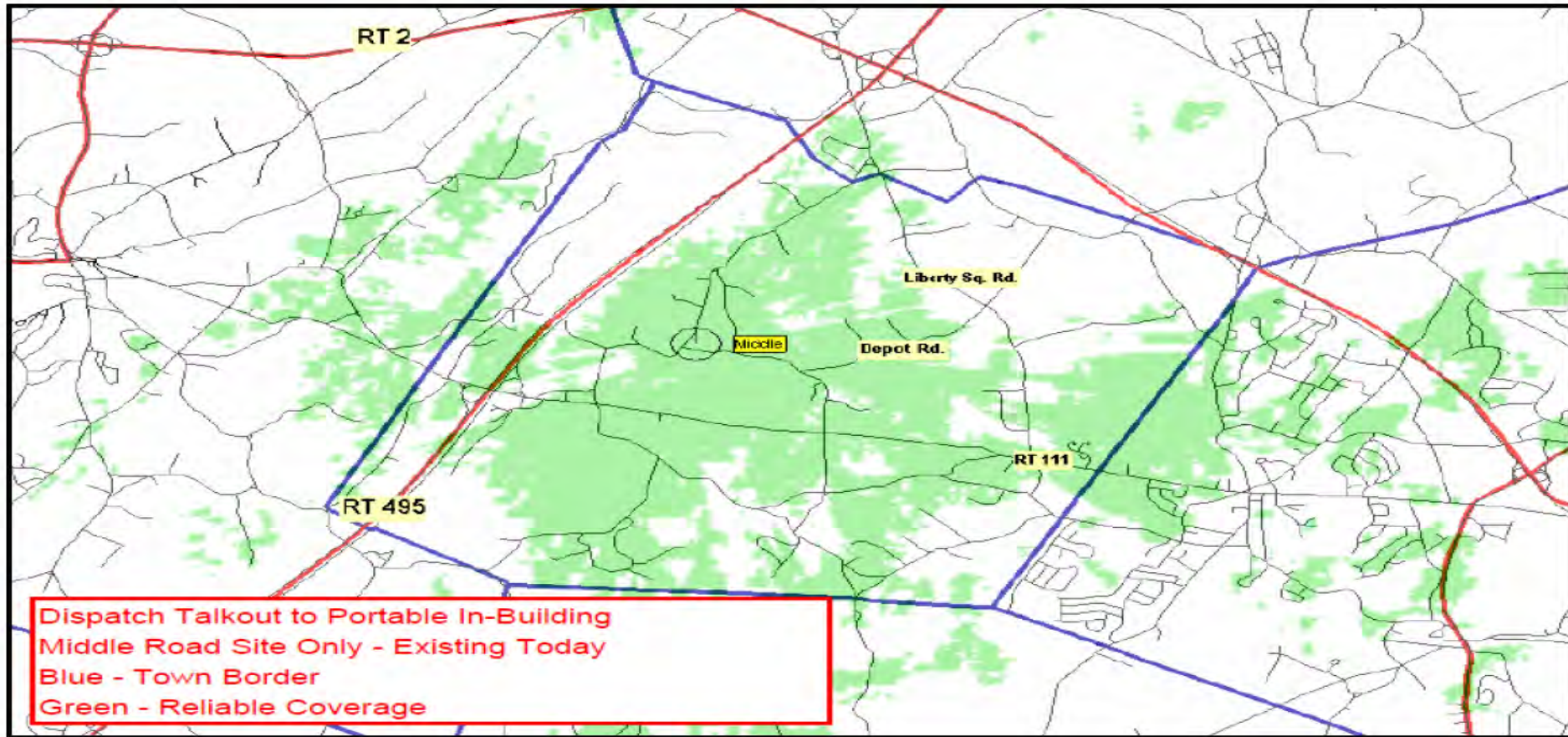
Summary

- In 2014, the Town funded to upgrade radio transmitter/repeaters for Fire & Police
- Single transmitter/repeater for FD & PD installed at Middle Rd, and receivers installed at Hager and Swanson
- Due to a 45 foot zoning by-law height restriction on antennas, the FD transmitter/repeater on Middle Rd lacks adequate coverage for the northeast area of the town.
- This article seeks funding to correct the existing problems of inadequate coverage so the fire department can safely communicate with dispatch and mutual responders.
- The project includes upgrading the existing towers at Hager and Swanson with new UHF simulcasting radio transmitter/repeaters and convert Middle to a receive only site. This will improve coverage and provide failsafe redundancy for emergency responders.

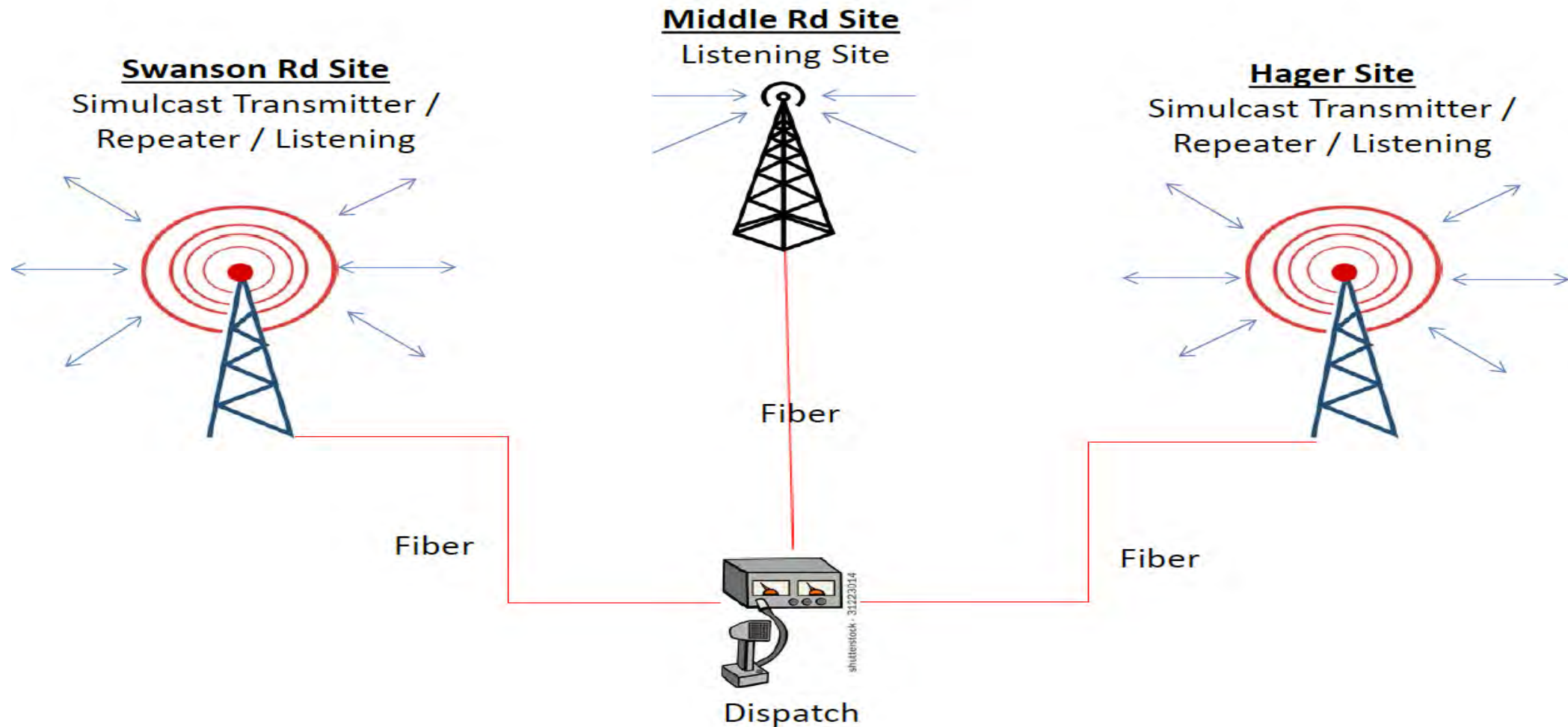
Current Single Transmitter / Repeater



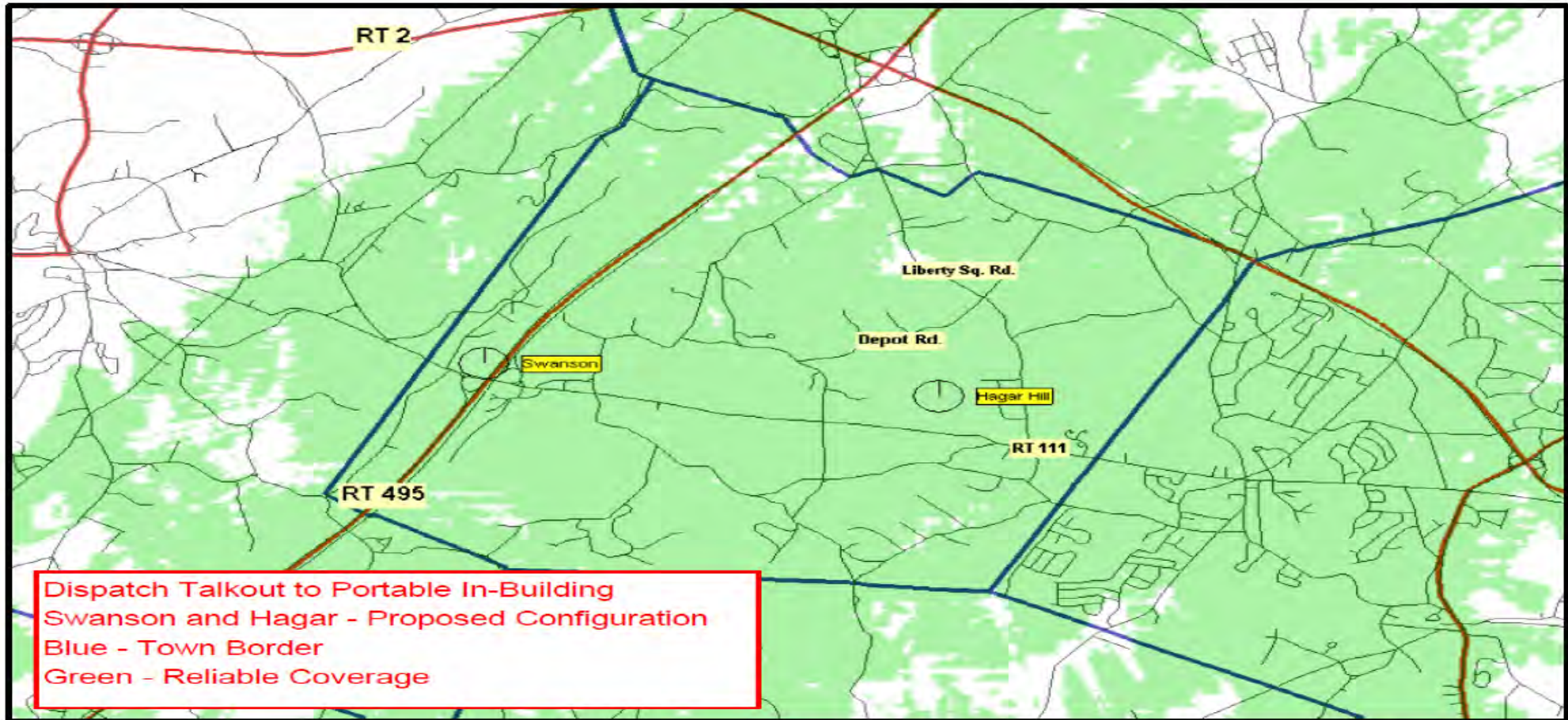
Current Talkout Coverage Single Transmitter / Repeater From Middle



Proposed Simulcast Transmitting



Proposed Talkout Coverage Simulcast Transmitting Repeating From Swanson & Hager



SUMMARY

	<i>Listen only</i>	<i>Transmit, repeat, listen</i>	<i>Mode</i>
Current system:	Swanson & Hager	Middle Rd	Simplex
New System:	Middle Rd	Swanson & Hager	Simulcast

- Same three sites will be used
- Simulcast mode will provide increased communications coverage

Vote Yes



Massachusetts Small Municipal Separate Storm Sewer System (MS4) General Permit Consulting Services

ARTICLE NUMBER 36

What is an MS4?

- Polluted stormwater runoff is commonly transported through **Municipal Separate Storm Sewer Systems (MS4s)**, and then often discharged, untreated, into local water bodies

What is an MS4?

- An MS4 is a conveyance or system of conveyances that is:
 - Owned by a state, city, town, village, or other public entity that discharges to waters of the United States
 - Designed or used to collect or convey stormwater
 - Not a combined sewer (storm and wastewater)
 - Not part of a sewage treatment plant, or publicly owned treatment works (POTW)

What is an MS4 Permit?

- United States Environmental Protection Agency (EPA) has promulgated regulations to protect the waters of the United States from pollutants introduced by runoff from roads and construction sites
- In Massachusetts, this will be implemented via the issuance of municipal permits under authority delegated to the Massachusetts Department of Environmental Protection (MassDEP)
- Jointly issued by EPA and MassDEP under the Clean Water Act
- First Massachusetts permit issued in 2003 (still in effect)

Schedule for Implementation

- Final MS4 Permit Issued: April 2016
- Effective Date: **July 1, 2017**
- Notice of Intent (NOI) Due: **September 29, 2017**
- Stormwater Management Plan (SWMP) Due: **July 1, 2018**

Overview of MS4 Permit

- Builds on requirements of 2003 Permit
- More detailed and rigorous
- Extensive reporting places a premium on data collection and sharing among departments
- Numerous deadlines
- Requirements are affected by TMDL's and Impaired Waters

Overview of MS4 Permit

- Six Minimum Control Measures
 1. Public Education and Outreach on Stormwater
 2. Public Participation/Involvement
 3. Illicit Discharge Detection and Elimination (IDDE)
 4. Construction Site Runoff Control
 5. New Development and Redevelopment
 6. Good Housekeeping

Major Program Component		Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	Yr. 6+
Notice of Intent (NOI)							
Prepare Notice of Intent within 90 days		*					
Stormwater Management Program (SWMP) Plan							
Prepare Written Stormwater Management Program		*					
Minimum Measure 1 - Public Education							
Residents	target two audiences per year with two messages over the permit term spaced one year apart	*		*		*	
Commercial			*		*		*
Developers		*		*		*	
Industrial			*		*		*
Minimum Measure 2 - Public Participation							
Provide public with an annual opportunity for participation		*	*	*	*	*	*
Minimum Measure 3 - IDDE							
Update bylaw or other regulatory mechanism		*					
Update written IDDE Plan		*					
Priority rank outfalls based on topography		*					
Map all outfalls and open channel conveyances			*				
Inspect High and Low priority outfalls during dry weather				*			
Conduct wet weather sampling where SVFs identified							*
Inspect key junction manholes							*
Map remaining drainage system items							*
Provide annual employee training		*	*	*	*	*	*
Minimum Measure 4 - Construction Site Control							
Update bylaw or other regulatory mechanism		*					
Develop procedures for pre- and construction inspections		*					
Perform pre- construction peer reviews		*	*	*	*	*	*
Perform construction inspections		*	*	*	*	*	*
Minimum Measure 5 - Post Construction Site Control							
Update bylaw or other regulatory mechanism			*				
Assess regulations on street design and parking lot					*		
Assess regulations for LID / Green Infrastructure					*		
Identify MS4 properties for BMP retrofits					*		
Minimum Measure 6 - Good Housekeeping							
Develop O&M procedures for facilities & infrastructure			*				
Develop SWPPP for DPW Yards, garages & transfer station			*				
Clean catch basins before sumps are 50% full		As Needed					
Perform annual street sweeping		*	*	*	*	*	*
Inspect Municipal BMPs		*	*	*	*	*	*
Provide annual employee training		*	*	*	*	*	*
Annual Report							
Annual reports each year		*	*	*	*	*	*

Where Do We Go From Here?

- This is a legal obligation of the Town under current law
- There is no exemption for Boxborough
- This is the beginning and will continue in perpetuity
- There is work to be done in how Boxborough will organize its resources
- We believe Boxborough's financial and administrative burden will be relatively light

Costs and Next Steps

- Estimated First Year Cost: Approx. \$50,000
 - File NOI by September 29, 2017 (~ \$5,000)
 - Written SWMP by July 1, 2018 (~ \$16,500)
 - Written IDDE Plan by July 1, 2018 (~ \$14,500)
 - Prepare Year 1 Annual Report (~ \$4,500)
 - Conduct Required Year 1 Training (~ \$2,000)

Vote Yes

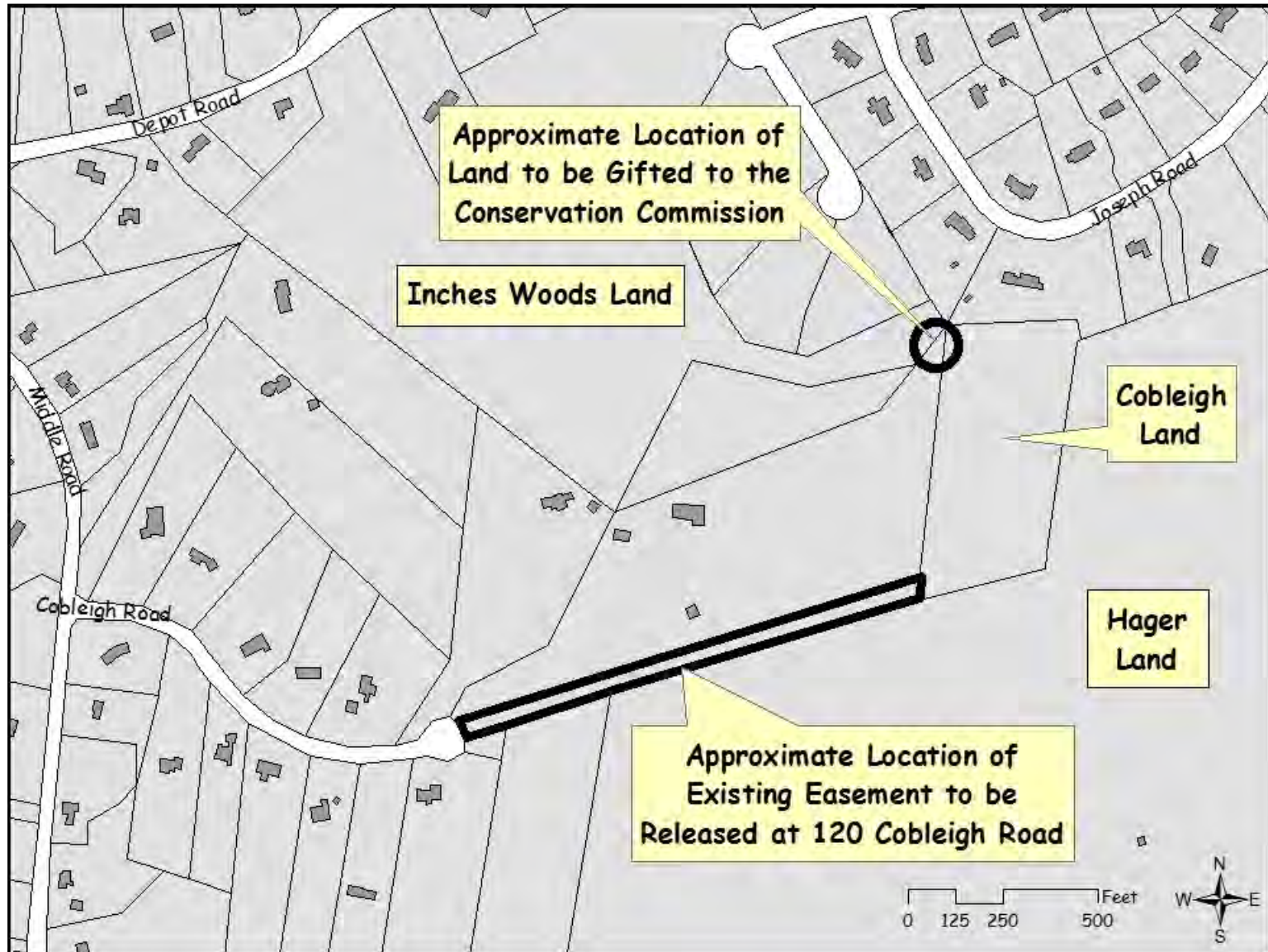
- Unfunded mandate, but is a legal obligation of the Town under current law
- Full funding for this article will allow smooth continuation from NOI filing into other Year 1 requirements and filing of plans by July 1, 2018



Release of Existing Easement; Acquisition of Land

Article Number 37

Proposed Easement "Swap"



Connecting Hager Land to Inches Woods

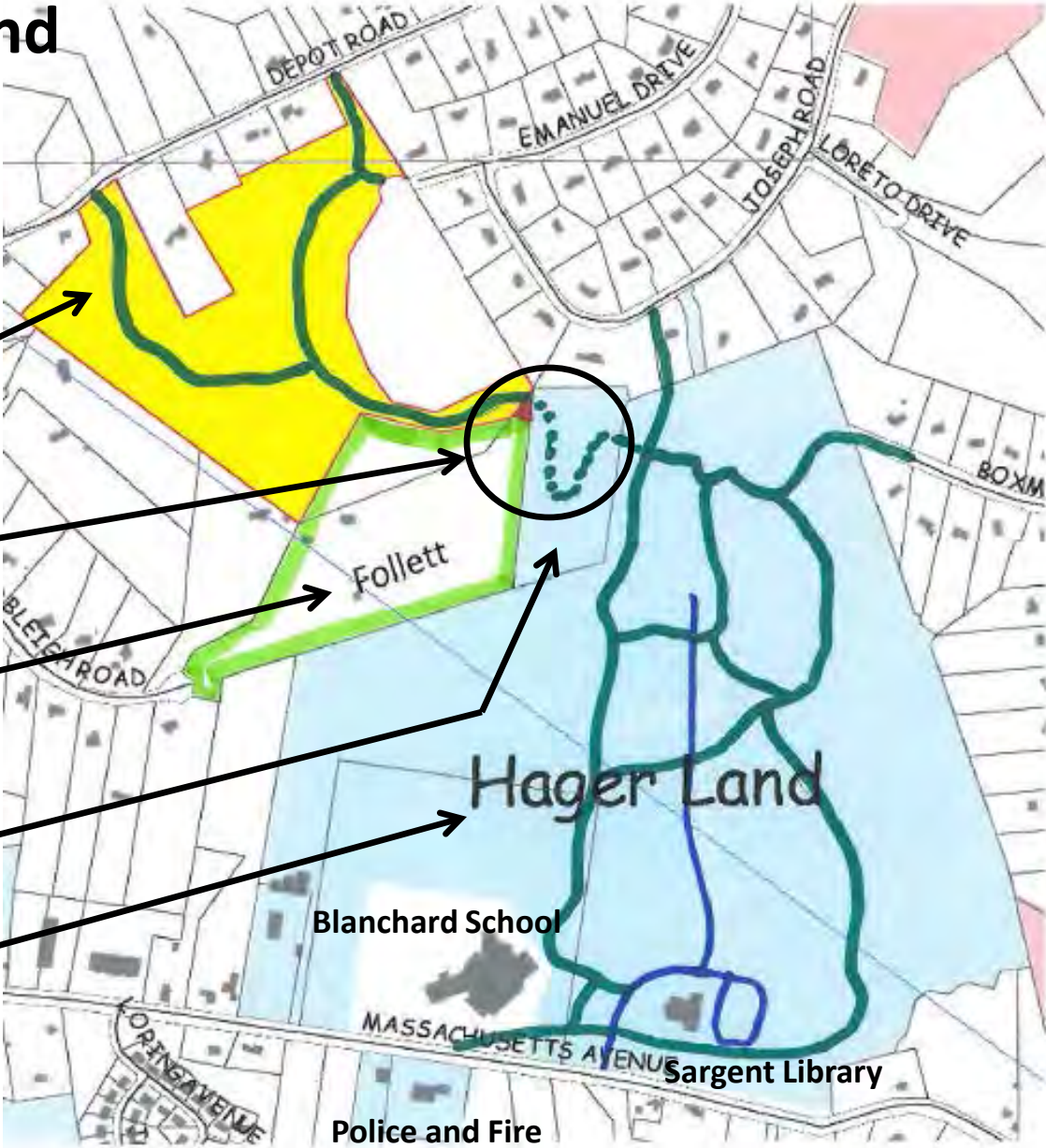
Boxborough
Conservation Trust
Campbell Land aka
Inches Woods

Proposed Connection

120 Cobleigh

Municipal – Cobleigh Land

Municipal – Hager Land



Vote Yes

- Zero cost for this Article
- Conserves additional land
- Consistent with OSRP and Boxborough 2030
- Provides opportunity to connect existing Town and Conserved parcels
- This is win-win “land swap” deal



ZONING BYLAWS AMENDMENTS

ARTICLE NUMBERS 38 - 42

ARTICLE 38 ZONING BYLAW AMENDMENT – AMEND SECTION 9004 PENALTY

9004 *Penalty*

Whoever shall breach or violate any provision of this Zoning Bylaw and/or any of the decisions of the Board of Appeals and Planning Board of the Town of Boxborough made under the provisions of said Bylaw, shall be punished by a fine of one hundred dollars (\$100) for the first offense, two hundred dollars (\$200) for the second offense, three hundred dollars (\$300) for the third offense, and three hundred dollars (\$300) for each succeeding offense~~of not exceeding one hundred dollars for each offense or for each day of a continued offense~~, in the absence of an express provision for another penalty. Each day that a violation continues shall constitute a separate offense.

ARTICLE 39 ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS, SECTION 4003(4) BUSINESS/INDUSTRIAL USES, AND SECTION 6006 PARKING SCHEDULE

Add Definition

2117 Building Trade shall mean an establishment for use by tradesmen such as a carpenter, welder, plumber, electrician, roofer, builder, mason, building cleaning service, painter, contractor, or similar occupation.

Add Use Category

4003(4) BUSINESS/INDUSTRIAL
USES (Continued)

DISTRICTS

	AR	R1	B	B1	OP	TC	IC
<u>Building Trade</u>	<u>N</u>	<u>N</u>	<u>SP</u>	<u>SP</u>	<u>N</u>	<u>N</u>	<u>Y</u>

Add Parking Requirements

6006 *Parking Schedule*

OFF-STREET PARKING REQUIREMENTS

Use

Minimum Off-Street Parking Ratios

<u>Building Trade</u>	<u>One space per 1,000 square feet of gross floor area or one space per employee on the largest shift, whichever is greater</u>
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ARTICLE 40 ZONING BYLAW AMENDMENT – AMEND SECTION 4003(4) BUSINESS/INDUSTRIAL USES

4003(4) BUSINESS/INDUSTRIAL USES (Continued)

	DISTRICTS						
	AR	R1	B	B1	OP	TC	IC
Landscaping Services	Y ¹⁹ <u>N</u>	N	Y	Y	SP <u>N</u>	Y ¹⁹ <u>N</u>	Y
Landscaping Contractors	N	N	SP	SP	SP <u>N</u>	N	Y

¹⁹ ~~Allowed only as a Home Occupation pursuant to Section 4102 & 4103.~~

ARTICLE 41 ZONING BYLAW AMENDMENT – AMEND SECTION 6307 SIGNS PERMITTED IN BUSINESS DISTRICTS, OFFICE PARK DISTRICTS, AND INDUSTRIAL-COMMERCIAL DISTRICTS SHALL INCLUDE:

6307 Signs Permitted in Business Districts, Office Park Districts, and Industrial-Commercial Districts shall include:

- (1) One wall sign per street frontage for each business or industrial establishment within. The aggregate of all such wall signs shall not exceed ten percent of the surface area of the wall to which said sign or signs is (are) attached and no wall sign shall extend above or beyond its wall.
- (2) One directory of establishments occupying a building at each public entrance thereto, not exceeding one square foot per establishment.
- (3) Temporary freestanding or ground signs may be erected on the premises to identify any building under construction, its owner, architect, builders, or others associated with it, provided that such sign shall not exceed thirty-two (32) square feet in area per side and ten (10) feet in height. Such sign shall be removed within seven (7) days of issuance of an occupancy permit.
- (4) A temporary freestanding pole or ground sign not exceeding thirty-two (32) square feet per side advertising the sale, lease or rental of the premises; however such sign shall be removed within seven (7) days of the sale, lease or rental thereof.
- (5) One freestanding, ground sign or signs affixed to poles or other ground supports may be permitted on special permit by the Board of Appeals. Such sign shall not be placed so as to obstruct sight lines along the public way, and shall not exceed thirty-two (32) square feet in area per side nor ten (10) feet in height above mean sea level elevation of the undisturbed ground directly beneath it. If necessary, a sign may be placed at the discretion of the Board of Appeals to afford visibility, providing it does not obstruct sight distances, traffic flow or roadway maintenance.
- (6) Accessory signs on the premises not greater than six (6) square feet in size may be permitted by special permit by the Board of Appeals.
- ~~(6)~~ (7) Historical markers erected or placed by a bonafide historical association or a governmental agency.

**ARTICLE 42 ZONING BYLAW AMENDMENT – ADD SECTION 7700 TEMPORARY MORATORIUM ON
RECREATIONAL MARIJUANA ESTABLISHMENTS**

7700 Temporary Moratorium on Recreational Marijuana Establishments

7701 Purpose

On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes (new G.L. c.94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed). The law, which allows certain personal use and possession of marijuana, begins to take effect on December 15, 2016 and (as amended on December 30, 2016; Chapter 351 of the Acts of 2016) requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018, and to begin accepting application for licenses on April 1, 2018. Currently under the Zoning Bylaw, a non-medical Marijuana Establishment (hereinafter a “Recreational Marijuana Establishment”), as defined in G.L. c. 94G, §1, is not specifically addressed in the Zoning Bylaw. Regulations to be promulgated by the Cannabis Control Commission may provide guidance on certain aspects of local regulation of Recreational Marijuana Establishments. The regulation of recreational marijuana raises novel legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Recreational Marijuana Establishments. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments so as to allow the Town sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

7702 Definition

"Recreational Marijuana Establishment" shall mean a “marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.”

7703 Temporary Moratorium

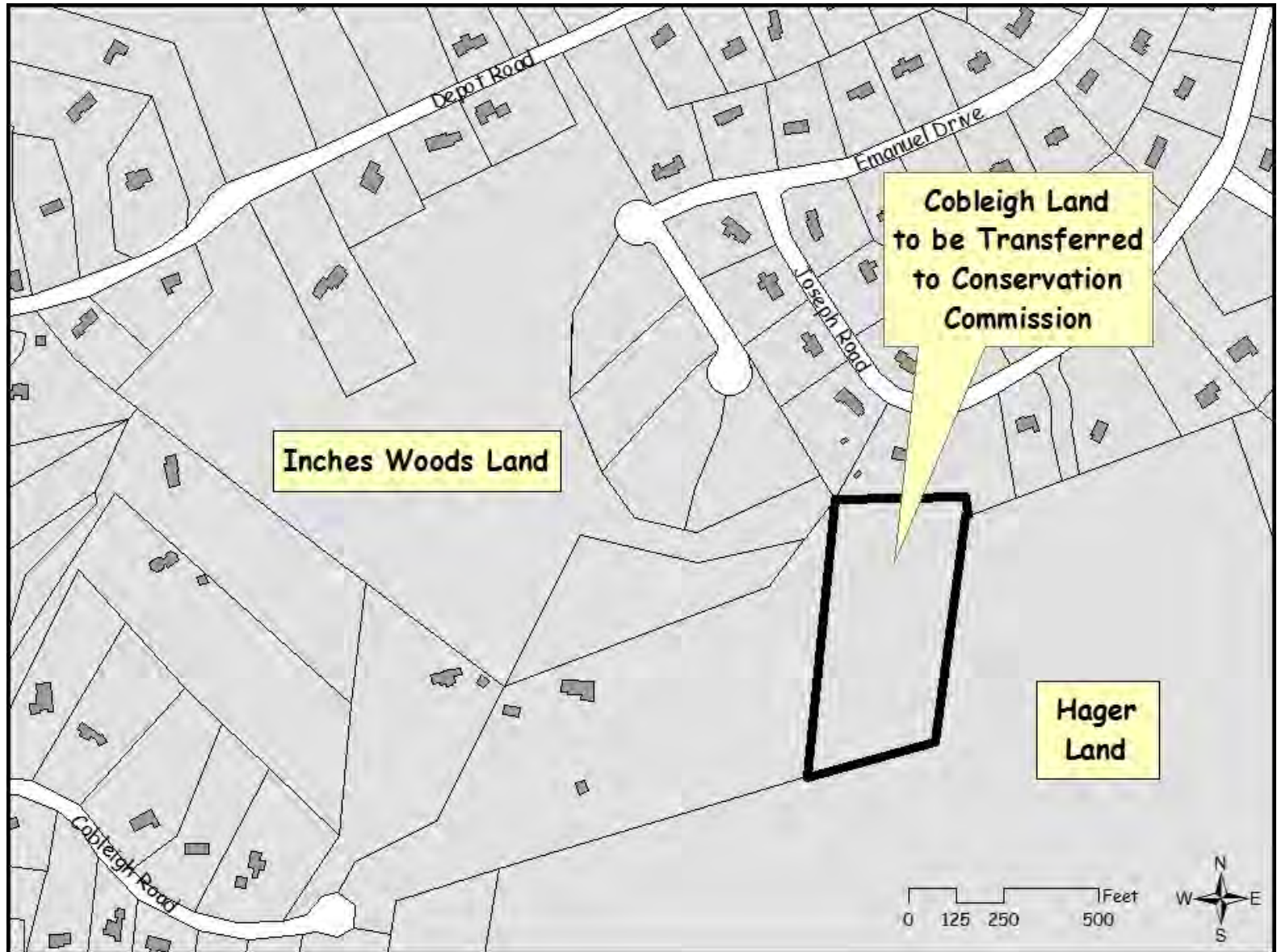
For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana. The moratorium shall be in effect through June 30, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments, and shall consider adopting new Zoning Bylaws in response to these new issues.



Transfer Care, Custody and Control of Cobleigh Parcel to Conservation Commission

Article Number 43

Proposed Transfer of Land to Conservation



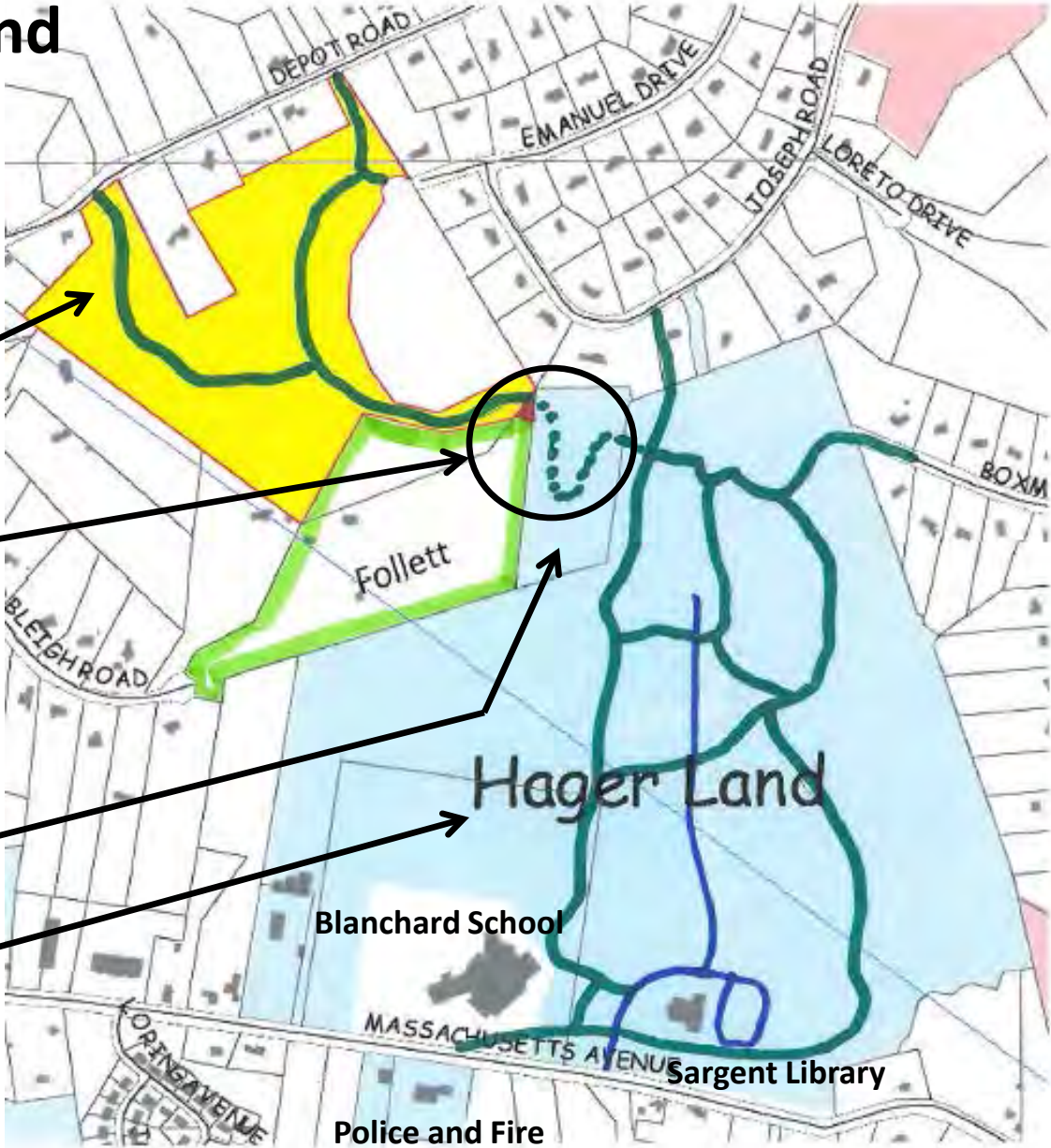
Connecting Hager Land to Inches Woods

Boxborough
Conservation Trust
Campbell Land aka
Inches Woods

Proposed Connection

Municipal – Cobleigh Land

Municipal – Hager Land



Vote Yes

- Zero cost for this Article
- Permanently Conserves land that has no other foreseeable use for the Town
- Consistent with OSRP and Boxborough 2030